

privately-owned vehicle in lieu of a state-owned or operated passenger motor vehicle that is available for use, and the request is approved by the agency head or his designee, the employee shall be reimbursed at a rate which will be promulgated periodically by the Office of Financial Management.

(3) The driver of a privately-owned vehicle authorized for use in the conduct of official state business must possess a valid driver's license. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-190, filed 3/12/79, effective 4/15/79; Order 30, § 82-28-190, filed 6/1/76; Order 8, § 82-28-190, filed 6/16/70.]

WAC 82-28-230 Prospective employee interview expenses. (1) Statement of Policy. RCW 43.03.130 provides in part that any state agency may pay a prospective employee the necessary travel expense in connection with interviewing or examining said employee. It is the responsibility of the agency head to determine that frugality is being exercised.

(2) Prospective Employees Defined. Prospective employees are limited to applicants for the position of director, deputy director, assistant director, state supervisor or equivalent or higher position, engineers or other personnel having both executive and professional status. In the case of institutions of higher education, prospective employees are limited to applicants being considered for academic positions above the rank of instructor and professional or administrative employees in supervisory positions.

(3) Travel Expenses Defined. (a) Travel expenses are defined as necessary expenses, reimbursable by law to a state employee, which have been incurred by a prospective employee in traveling to and from a designated place for an interview or merit system examination. Travel expenses authorized for this purpose shall be payable at rates prescribed by law for state employees within the standards established by these regulations.

(b) For subsistence and lodging, reimbursement shall be on the same basis as for state employees. For prospective employees traveling only within the state of Washington, reimbursement for subsistence and lodging shall not exceed \$35.00 per day except in a designated high cost city as provided in WAC 82-28-06001. For prospective employees traveling from outside the state of Washington, reimbursement shall not exceed \$35.00 per day in the state of origin, and \$40.00 per day outside the state of origin. Reimbursement for travel shall be limited to the time required to travel by the most expeditious means.

(c) Transportation expenses shall be authorized in an amount not to exceed the tourist round trip air fare.

(d) Other reimbursable expenses shall include necessary costs incurred in travel by taxicab, bus, rental vehicle or other conveyance from and to the common carrier terminal or place of abode of the prospective employee, as required for the interview or examination.

(4) Mode of Payment. (a) It is contemplated that the agency will reimburse the prospective employee for

travel expenses incurred after the prospective employee submits an itemization of such expenses on an invoice voucher (Form A19) in the same detail as required for travel reimbursement to state employees.

(b) When an applicant is called to be interviewed by or on behalf of more than one agency, the travel expenses may be paid directly by the state department of personnel or other corresponding personnel agencies, subject to reimbursement by the interviewing agencies on a pro rata basis.

(5) Prior Authorization Required. If the prospective employee is applying for a classified position, it will be necessary for the interviewing agency to secure prior authorization of the state department of personnel or other corresponding personnel agency before offering to pay said prospective employee's travel expenses. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-230, filed 3/12/79, effective 4/15/79; Order 37, § 82-28-230, filed 12/1/77, effective 1/1/78; Emergency Order 36, § 82-28-230, filed 10/1/77; Order 35, § 82-28-230, filed 9/1/77, effective 10/1/77; Order 18, § 82-28-230, filed 6/24/74; Order 14, § 82-28-230, filed 7/27/71; Order 8, § 82-28-230, filed 6/16/70.]

Title 106 WAC

CENTRAL WASHINGTON UNIVERSITY

Chapters

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Chapter 106-08 WAC

PRACTICE AND PROCEDURE

WAC

106-08-001	Regular meeting [time].
106-08-005	Definitions.
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WAC 106-08-001 Regular meeting [time]. The regular meetings of the Board of Trustees of Central Washington University shall be held quarterly in room

143 in Bouillon Hall on the Central Washington University campus in Ellensburg, Washington. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-08-001, filed 5/16/79; 78-12-023 (Order 42), § 106-08-001, filed 11/14/78; 78-08-011 (Order 39), § 106-08-001, filed 7/11/78; Order 3244, § 106-08-001, filed 12/8/71.]

WAC 106-08-005 Definitions. As used herein, the term "agency" shall mean the Board of Trustees of Central Washington University or any duly appointed hearing officer or officers. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-08-005, filed 7/11/78; Order 3244, § 106-08-005, filed 12/8/71.]

WAC 106-08-080 Notice and opportunity for hearing in contested cases. In any contested case, all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the president of Central Washington University or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-08-080, filed 7/11/78; Order 3244, § 106-08-080, filed 12/8/71.]

Chapter 106-72 WAC HUMAN RIGHTS POLICY

WAC	
106-72-010	General policy.
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106-72-110	Procedures, rules, and regulations—Academic personnel.
106-72-120	Procedures, rules, and regulations—Nonacademic personnel.
106-72-130	Procedures, rules, and regulations—Contractors.
106-72-140	Procedures, rules, and regulations—Suppliers.
106-72-150	Procedures, rules, and regulations—Student employment.
106-72-200	Procedures, rules, and regulations—Student services.
106-72-220	Procedures, rules, and regulations—Academic program.
106-72-230	Procedures, rules, and regulations—Community relations.
106-72-250	Procedures, rules, and regulations—Government contracts.
106-72-260	Procedures, rules, and regulations—Implementation and administration—Human Rights Commission.
106-72-270	Procedures, rules, and regulations—Grievance procedure.

WAC 106-72-010 General policy. It shall be the policy of the Board of Trustees of Central Washington University, within the realm of their authority and in keeping with their responsibility to the public, to prohibit discrimination based on race, creed, ethnic origin, or sex. This prohibition applies to all aspects of the university's functions, program and activities, the utilization of its facilities and the official use of the university's name; the employment, housing, financial aid, and educational opportunities it provides.

The Board of Trustees, furthermore, affirms its intent and desire to establish practices consistent with those prescribed for other agencies of the state of Washington through the governor of the state and through this policy expresses its intent to modify any present practices of the university to accomplish this end.

The Board of Trustees hereby directs the president of Central Washington University to establish administrative procedures, rules, and regulations which will fulfill this policy and which will provide him with means to monitor and maintain such rules and regulations. Furthermore, the president is directed to report, from time to time, to the Board of Trustees progress and problems related to the execution of this policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-010, filed 7/11/78; Order 3274, § 106-72-010, filed 12/6/71.]

WAC 106-72-100 Procedures, rules, and regulations—Employment, job placement, and promotion. It shall be the goal of this university to employ all personnel solely on the basis of merit and without regard for race, religion, color, national origin, sex, age, or physical disability, except where sex, age or physical disability are bona fide occupational qualifications. Job placement, retention, and opportunities for promotion shall be based on such factors as relate to the demands of the position. It is, furthermore, a goal of this university to establish contracts and supply agreements only with firms and individuals who support and implement the above stated goal. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-100, filed 7/11/78; Order 3274, § 106-72-100, filed 12/6/71.]

WAC 106-72-110 Procedures, rules, and regulations—Academic personnel. All administrators who have authority to employ academic personnel shall work toward establishing a diverse faculty capable of providing for excellence in education and for the enrichment of the university community. No appointment will be made until all candidates have been encouraged to apply. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-110, filed 7/11/78; Order 3274, § 106-72-110, filed 12/6/71.]

WAC 106-72-120 Procedures, rules, and regulations—Nonacademic personnel. All those who have authority to employ nonacademic personnel (including part time personnel and students) shall work toward establishing a diverse work force capable of providing excellence in service to the university. No appointment will be made until all candidates have been encouraged to apply. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-120, filed 7/11/78; Order 3274, § 106-72-120, filed 12/6/71.]

WAC 106-72-130 Procedures, rules, and regulations—Contractors. Every department of the university which awards contracts for the construction, alteration or repair of any building or other public work shall utilize procedures which will ensure that minority group

persons are employed on all public works projects of the university. This goal is to be sought whenever university funds, from any source, are expended.

The university shall include in the bid specifications for a public works contract a requirement that the prospective contractor and his subcontractors must agree to take affirmative action to employ minority group workers in the performance of the contract. The bid specifications shall express as precisely as possible what affirmative action a contractor will be obligated to take. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-130, filed 7/11/78; Order 3274, § 106-72-130, filed 12/6/71.]

WAC 106-72-140 Procedures, rules, and regulations--Suppliers. This university is obligated as a bona fide state agency to abide by RCW 43.19.190 which is the statute describing state purchasing laws. This statute, in general, requires the university to seek competitive bids for all purchases and requires the institution to accept the lowest bid which meets stated specifications. In addition, Central Washington University will stipulate in writing on all invitations to bid and on all purchase orders an antidiscrimination clause. Such clauses will obligate any supplier to practice equal opportunity employment, and shall bind him to abide by an antidiscrimination action adopted by the division of purchasing for the state of Washington.

It shall not be obligatory for the university to investigate each of its suppliers for conformity to the regulations but the university will be obliged to investigate any supplier against whom a complaint has been filed related to discrimination. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-140, filed 7/11/78; Order 3274, § 106-72-140, filed 12/6/71.]

WAC 106-72-150 Procedures, rules, and regulations--Student employment. Students employed by the university on a part-time basis shall be hired first on the basis of qualifications to accomplish job specifications and secondly on the basis of need. A sincere effort, however, must be made by those employing such students that the student work force be composed of a significant number of minority students and members of both sexes. Job placement and opportunity for promotion shall be no different for one student than for another but shall be solely a matter of competence. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-150, filed 7/11/78; Order 3274, § 106-72-150, filed 12/6/71.]

WAC 106-72-200 Procedures, rules, and regulations--Student services. It is the goal of this university to create and maintain all student services which are responsible to the needs and desires of all students and which reflect a policy of nondiscrimination. In all areas of student services, students are to be treated as individuals without regard for race, religion, color, national origin, sex, age, or physical disability. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-

011 (Order 39), § 106-72-200, filed 7/11/78; Order 3274, § 106-72-200, filed 12/6/71.]

WAC 106-72-220 Procedures, rules, and regulations--Academic program. It shall be the goal of this university to recruit and enroll a student body which reflects a significant number of minority group members. The test for significance shall be determined by the percentage of such minority groups in the population of the state. The university shall, in the fulfillment of this goal, make special efforts within its financial resources to bring about this desired student mix.

No students are to be given special consideration in fulfilling graduation requirements at the university, except as may be available for all students through established university policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-220, filed 7/11/78; Order 3274, § 106-72-220, filed 12/6/71.]

WAC 106-72-230 Procedures, rules, and regulations--Community relations. The university will work closely with, coordinate activities with, and cooperate with any governmental body established in the community or state whose purpose is to discourage and eliminate discrimination. (1) **Community services.** The university is cognizant that the student body and employees of the university must use the multiple services of the community. It is also cognizant that in the private sector of the community policy cannot be dictated or controlled. However, the university shall, in keeping with its own policy of nondiscrimination, attempt in every way possible to maintain service arrangements only with those organizations and individuals who operate in a nondiscriminatory fashion.

(2) **Community housing.** The University Housing Office will seek and maintain community housing listings for the use of students. However, it shall not knowingly list any apartment, dormitory, or house for rent for students and employees if it is known that the owner or landlord has previously acted in any discriminatory fashion in renting or leasing such facility. In addition, the University Housing Office shall establish such procedures as to promote nondiscrimination in rental housing by private persons to university students.

(3) **Vendors.** To the extent that it is able under state law, the university shall not knowingly patronize or recommend any vendor or supplier in the community who has demonstrated or announced a policy of discrimination in employment or service.

(4) **Government agencies.** The university will strive to create and maintain good relations with official governmental agencies in the Central Washington region so that both employees and students will be welcomed to use governmental services. Wherever it can be shown that such governmental services are in any way discriminatory, the university will strive to correct this situation.

(5) **Community organizations.** The university will not allow any of its divisions, departments, or special units, when such units represent themselves as affiliates of the university, to rent or use free of charge the facilities of

any organization which states a policy of discrimination or demonstrates discrimination through its procedures of operation. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-230, filed 7/11/78; Order 3274, § 106-72-230, filed 12/6/71.]

WAC 106-72-250 Procedures, rules, and regulations—Government contracts. The university will establish and maintain nondiscriminatory practices in the fulfillment of all its contracts with any governmental agency. It will fully comply with any federal, state, or local governmental regulations which request a policy or procedural statement on nondiscrimination.

In the case of federal contracts for research grants and awards, the Office of Research and Development will be charged with development and inclusion in any contract a statement of nondiscrimination in the fulfillment of such contract. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-250, filed 7/11/78; Order 3274, § 106-72-250, filed 12/6/71.]

WAC 106-72-260 Procedures, rules, and regulations—Implementation and administration—Human Rights Commission. The university will establish and maintain for as long as is necessary a human rights commission whose responsibilities will be to execute the human rights policy. Details of the commission are as follows:

(1) **Membership.** The membership of the commission shall include persons officially members of the university community—faculty personnel, nonfaculty personnel, and students. The commission's membership shall total six members. Two members shall be appointed from the faculty personnel, two from nonfaculty personnel, and two from the student body. Faculty members shall be appointed by the faculty senate chairman, nonfaculty members by the university president, and student members by the ASC president.

(2) **Chairman.** The chairman of the commission shall be designated by the members and shall be one of the members appointed.

(3) **Responsibilities.** The commission shall have responsibility to:

(a) Distribute and interpret the human rights policy to all segments of the campus and to community agencies and individuals as may be necessary.

(b) Review regularly (at least annually) all procedures established and executed by deans, department chairmen, and other administrators of operating units of the university which have a relationship to the university policy on nondiscrimination.

(c) Review and recommend procedural and regulatory statements as may be needed to update the university policy on nondiscrimination.

(d) Become familiar with any new or modified governmental policy or procedure on nondiscrimination which may affect university policy or procedure.

(e) Approve any proposed procedure or rule on non-discrimination which may be written and distributed by

anyone on campus for consumption by a university-wide audience.

(f) Construct and maintain a procedure whereby complaints from individuals and/or groups may be heard if such complaints may be in violation of university policy.

(g) Construct procedures which may be taken to investigate alleged or suspected discriminatory practices.

(h) Recommend to the president of the university actions which may be taken to correct violations of this policy.

(i) Submit an annual, comprehensive report to the president of the university. The report shall include:

(i) Recommendations for modification of policy statements.

(ii) Review and recommendations surrounding steps taken by various administrators to fulfill written procedure.

(iii) Summary of complaints together with subsequent action concerning such complaints.

(iv) Recommendations for further modification or strengthening of procedures to ensure nondiscrimination. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-260, filed 7/11/78; Order 3274, § 106-72-260, filed 12/6/71.]

WAC 106-72-270 Procedures, rules, and regulations—Grievance procedure. The following procedures will be used in making a complaint about discrimination in violation of the human rights policy:

(1) **Faculty and civil service exempt members.** The complainant should discuss his grievance with his department chairman or immediate supervisor and attempt to gain mutual satisfaction through this process. If unsatisfied with the results of this procedure, the complainant may then present written complaint to the appropriate dean or administrator for consideration. Within fifteen days after receiving the written complaint, the dean or administrator shall reply to the complainant in writing recommending a resolution of the matter. If still unsatisfied, the complainant may redirect a written complaint to the vice president for academic affairs or the vice president for business affairs, whichever is appropriate. Within fifteen days after receipt of the written appeal, the appropriate vice president will present to the complainant and his dean or administrator, a written recommendation to resolve the problem. If the matter is then not resolved to the satisfaction of the complainant, he may write a further appeal to the chairman of the human rights commission. The commission, within fifteen days after receipt of the appeal, will meet with the complainant and make a written recommendation to the president of the university, with a copy sent to the complainant, who will take whatever action he deems necessary.

(2) **Staff member (civil service).** The Board of Trustees of the university adopted on May 1, 1970, the Central Washington University Board of Trustees grievance procedure for classified, civil service employees. Within this set of procedures is a process for grievances. Grievance

procedures related to discrimination shall follow this established policy as written except that Step 4 shall be rewritten as follows:

(a) If the grievance is unsatisfactorily resolved by the Director of Staff Personnel within the seven working day period as outlined in Step 3, the employee may within three working days of such a decision request in writing that the university vice president for business affairs coordinate the initiation of a hearing as a final grievance step. This hearing shall be conducted by the human rights commission.

(b) If anyone on the human rights commission is employed in the same office, department, or subdepartment as the aggrieved employee, that person shall excuse himself from the commission for that particular hearing.

The commission shall hear the grievance under procedures established by the chairman and will render a written recommendation to the president after the hearing is closed. Copies of the recommendation, including any dissenting opinions, if any, of members of the commission will go to both the president and the complainant. The president will take whatever action he deems necessary.

(3) **Student.** The complainant will discuss his complaint with the appropriate administrator or supervisor most closely related to the issue involved: (i.e., a housing problem should be discussed with the director of housing, a food problem with the director of food services, an academic problem with the chairman of the appropriate department, etc.). The student should attempt to resolve his problem in this fashion. If unsatisfied with the results, the student may send a written complaint to the dean of students. Within fifteen days after receiving the written complaint, the dean of students shall reply to the student in writing and recommend a resolution of the problem. If still unsatisfied, the complainant may redirect a written appeal to the chairman of the human rights commission. The commission within fifteen days after receipt of the appeal, will meet with the student and make a written recommendation to the president of the university, with a copy sent to the complainant. The president will take whatever action he deems necessary.

(4) **Groups.** Any group with a complaint should choose one of its number to represent its grievance and proceed as for a single individual.

(5) **Complaints related to community.** Any member of the university community who has a complaint against any private individual, private establishment, public individual, or public agency, may present a written complaint directly to the chairman of the human rights commission. Within fifteen days after receipt of the complaint, the commission will meet with the complainant and attempt to recommend a resolution of the problem. If the problem warrants investigation, the commission may decide to pursue such investigation on its own discretion and subsequently will present to the president recommendations for action. If legal matters pertaining to a violation of individual rights are involved, the commission will seek to apprise the complainant of his rights and to make recommendations as to how he

may proceed to satisfy his complaint through legal channels.

In any complaint against the community, the commission will attempt to act in such a way as to maintain good communications with the government and the people. In any recommendations for resolution of a problem in the community, the commission shall meet with members of the Ellensburg human relations commission and seek their cooperation and assistance in correcting any wrong which may have occurred. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-72-270, filed 7/11/78; Order 3274, § 106-72-270, filed 12/6/71.]

Chapter 106-112 WAC PERSONNEL RULES

WAC

106-112-010	Student employment procedures—Regular student employment.
106-112-100	Policy on nepotism.
106-112-101	Policy on nepotism—Exceptions.
106-112-105	Decisions on relatives.
106-112-200	Equal employment opportunity policy.
106-112-300	Pregnancy and maternity leave policy—Introduction.
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106-112-330	Leave for pregnancy.
106-112-340	Leave benefits for pregnant women.
106-112-350	Insurance benefits for pregnant women.
106-112-360	Marital status as related to pregnancy.

WAC 106-112-010 Student employment procedures—Regular student employment. To be eligible for university student employment a person shall be enrolled in seven or more credit hours during the academic period he wishes to work at the university, and subject to the following regulations:

(1) A student shall be admitted to Central Washington University before employment will be given to him. Admittance is determined by the CWU Admissions Office.

(2) Persons enrolled in six or less credit hours of classes in any given quarter will not be classified as student employees and will fall under the jurisdiction of the Staff Personnel Office.

(3) No student will be allowed to work more than an average of fifteen hours per week when classes are in session.

(4) For employment purposes a student employee is limited to an average of fifteen hours per week starting the first day of classes each quarter and until the last day of final tests.

(5) Vacations and registration are periods of time when a student may work up to eight hours a day, forty hours a week.

(6) No student employee shall work in more than one department on campus unless clearance is obtained through the Financial Aid Office.

(7) All job openings reported to the office of Financial Aid will be posted on the bulletin board outside the Financial Aid Office. Students interested in inquiring about any job posted will inquire with the secretary in

charge of student employment in the Financial Aid Office. Applicants are considered on a first-come, first-served basis.

(8) The Financial Aid Office acts as a referral agency only. Final selection and hiring of any student employee on this campus will be made by the employing office.

(9) Student employment rating forms are furnished to each department. These forms may be sent to the Financial Aid Office for any of the following reasons:

(a) To denote outstanding work.

(b) When a student is doing below average or poor work (or no work at all).

(c) When a student completes, is fired from, or quits a job. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-010, filed 7/11/78; Order 4, § 106-112-010, filed 6/16/72, effective 7/20/72.]

WAC 106-112-100 Policy on nepotism. In the appointment of its faculty, administrative officers and civil service staff, Central Washington University seeks to employ the best qualified men and women available. Therefore, members of the same family may be appointed to faculty and staff positions, and all appointments will be made without regard to race, creed, color, sex, age, national origin, marital status, or the presence of any sensory, physical or mental handicap, unless based upon a bona fide positional qualification.

The university also extends equal employment opportunity to persons possessing criminal convictions, however, employment of a person possessing a criminal conviction will be contingent upon a thorough review of specific convictions and their relationship to the welfare of the university. The university precludes employment of persons possessing criminal convictions in the campus police department. Employees will receive all benefits associated with positions in which they are employed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-100, filed 7/11/78; Order 4073, § 106-112-100, filed 8/23/74.]

WAC 106-112-101 Policy on nepotism--Exceptions. Exceptions to this policy may be established by the president of the university for specific positions where employment of consanguineal or affinal persons in these specific positions would compromise the university's obligation to maintain separation of responsibilities as required by sound financial management principles. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-101, filed 7/11/78; Order 4073, § 106-112-101, filed 8/23/74.]

WAC 106-112-105 Decisions on relatives. No member of the university's faculty, administrative or civil service staff shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, or other status or interest of such person's parent, child, spouse, sibling or in-law. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011

(Order 39), § 106-112-105, filed 7/11/78; Order 4073, § 106-112-105, filed 8/23/74.]

WAC 106-112-200 Equal employment opportunity policy. Central Washington University provides equal employment opportunity to all persons on the basis of merit without regard to race, creed, color, religion, sex, [marital status,] age, national origin, [marital status,] or the presence of any sensory, physical, or mental handicap unless based upon a bona fide positional requirement. The university also provides equal employment opportunity to persons who have had criminal convictions; however, the employment of such persons will be contingent upon a thorough review of specific offenses and their relationship to the welfare of the university. The university precludes the employment of persons having had criminal convictions in the Campus Police Department.

The university will take affirmative action to ensure equal employment opportunity for all qualified minorities, women, Vietnam era and disabled veterans, handicapped persons and persons between the ages of 40 and 70 in all personnel actions pursuant to Federal Executive Orders 11246, 11375 and 11141, U.S. Department of Labor's Revised Order No. 4, Sections 501-504 of the Vocational Rehabilitation Act of 1973 and Chapter 42, Section 2012 of the Vietnam Era Veterans' Readjustment Act of 1974 and the Governor's Executive Order 78-1. Further, the university will ensure that all personnel actions are administered without regard to race, creed, color, religion, sex, [marital status,] age, [national origin,] marital status, or the presence of any sensory, physical or mental handicap pursuant to the Governor's Executive Order 72-07 and chapter 49.60 RCW.

No department, organizational unit, employing authority or employee will be excluded from compliance with the provisions of this policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-08-025 (Order 44), § 106-112-200, filed 7/13/79; Order 36, § 106-112-200, filed 11/14/77; Order 4074, § 106-112-200, filed 8/23/74.]

WAC 106-112-300 Pregnancy and maternity leave policy--Introduction. Many women of childbearing age depend on their job for economic support. Practices such as terminating the employment of pregnant women without cause, refusing to grant leave or accrued sick pay for disabilities relating to pregnancy, or refusing to hire women for responsible jobs because they are, or may become, pregnant, impair the opportunity of women to obtain employment and to advance on the same basis as men. Such practices discriminate against women because of their sex and are prohibited at Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-300, filed 7/11/78; Order 4075, § 106-112-300, filed 8/23/74.]

WAC 106-112-310 Hiring pregnant women. Appointing authorities will not refuse to hire a qualified woman because of pregnancy unless the refusal would be

reasonable in view of the necessity to conduct business in an orderly manner. If an appointing authority elects not to hire a qualified woman because of pregnancy, the burden shall be on that appointing authority to demonstrate that the decision was based upon justifiable facts concerning her individual ability to perform the job or upon justifiable facts concerning business requirements.

Arguments that may not be used to disqualify pregnant women from employment include, but are not limited to:

(1) Pregnant women may not return to their former job after childbirth;

(2) Time away from work required for childbearing may increase the university's cost;

(3) The leave period for childbirth may be unreasonably long;

(4) Pregnant women may be frequently absent from work due to illness; and

(5) Clients, co-workers, or customers may object to having pregnant women on the job. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-310, filed 7/11/78; Order 4075, § 106-112-310, filed 8/23/74.]

WAC 106-112-330 Leave for pregnancy. Appointing authorities must provide a pregnant woman leaves of absence for sickness or incapacity associated with pregnancy and for childbirth.

Leave of absence for pregnant women may include both paid and unpaid leave. Leave of absence for maternity will commence upon the request of the employee and extend until the employee is able to return to work. In all instances in which an employee requests maternity leave, the appointing authority may require the employee to provide a statement from a second physician of the university's choice attesting to the need for, and duration of the leave. The university will bear the cost of an examination by a university-designated physician.

An employee is eligible to use earned sick leave credits during maternity leave. In those instances in which an employee's sick leave credits are exhausted prior to her return to work, the employee's status will automatically revert from sick leave to leave of absence without pay.

Employees returning from an authorized maternity leave of absence must be employed in the same position or in another position in the same class, in the same geographic area and organizational unit providing that such reemployment is not in conflict with rules relating to reduction in force. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-330, filed 7/11/78; Order 4075, § 106-112-330, filed 8/23/74.]

WAC 106-112-340 Leave benefits for pregnant women. Illness or absence from work caused or contributed to by pregnancy, miscarriage, spontaneous, therapeutic or voluntary abortion, childbirth, and recovery therefrom are temporary disabilities and are treated as such under the university's sick leave policies provided

that in the case of voluntary abortion care is administered prior to, during and after the abortion by a licensed physician. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-340, filed 7/11/78; Order 4075, § 106-112-340, filed 8/23/74.]

WAC 106-112-350 Insurance benefits for pregnant women. Insurance contributions provided by the university shall be equal for male and female employees. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-350, filed 7/11/78; Order 4075, § 106-112-350, filed 8/23/74.]

WAC 106-112-360 Marital status as related to pregnancy. Discrimination against pregnant women because of marital status is prohibited. The university's sick leave and disability policies including health insurance contributions, apply equally to married and unmarried pregnant women. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-360, filed 7/11/78; Order 4075, § 106-112-360, filed 8/23/74.]

Chapter 106-116 WAC

PARKING AND TRAFFIC REGULATIONS

WAC

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WAC 106-116-011 Preamble. Drivers of vehicles on the property of Central Washington University are responsible for their safe and lawful operation. Individuals operating or parking vehicles on university owned property must do so in compliance with these regulations, and ordinances and laws of the city of Ellensburg, county of Kittitas, and state of Washington. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-011, filed 1/13/78; Order 24, § 106-116-011, filed 7/30/75.]

WAC 106-116-020 Objectives of parking and traffic rules and regulations. (1) To protect and control pedestrian and vehicular traffic.

(2) To assure access at all times for emergency equipment.

(3) To minimize traffic disturbance during class hours.

(4) To facilitate the work of the university by assuring access to its vehicles and by assigning the limited parking space for the most efficient use. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-020, filed 1/13/78; Order 15, § 106-116-020, filed 8/17/73.]

WAC 106-116-030 Applicable traffic rules and regulations. (1) The Motor Vehicle Code and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.

(2) The traffic code of the city of Ellensburg shall be applicable upon all lands located within the city of Ellensburg.

(3) These regulations shall be applicable to all lands owned and leased by Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-030, filed 1/13/78; Order 15, § 106-116-030, filed 8/17/73.]

WAC 106-116-040 Authority of campus police officers. Campus police officers, duly appointed and sworn pursuant to RCW 28B.10.555 are peace officers of the state and have police powers as are vested in sheriffs and peace officers generally under the laws of the state of Washington. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-040, filed 1/13/78; Order 24, § 106-116-040, filed 7/30/75; Order 15, § 106-116-040, filed 8/17/73.]

WAC 106-116-042 Citations. (1) The entire campus, including parking and traffic areas, is patrolled by the campus police department with authority to issue citations for on-campus violations. This authority is further shown in WAC 106-116-040 of this policy.

(2) The campus police department and its duly sworn officers have authority to issue citations for violations of Washington Administrative Codes and ordinances and laws of the city of Ellensburg, county of Kittitas, and

state of Washington, which violations occur on university owned property. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-042, filed 1/13/78; Order 24, § 106-116-042, filed 7/30/75.]

WAC 106-116-102 Faculty-staff and students. (1) Faculty, staff and students shall obtain a permit for all motor vehicles they park on the university grounds at specified times. Fees may be charged and parking permits issued, which will allow vehicles to be parked in specific areas.

(2) A faculty, staff, or student owner, operator, and/or permit holder for a motor vehicle shall be held responsible for any violation involving that vehicle. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-102, filed 1/13/78; Order 19, § 106-116-102, filed 8/22/74; Order 15, § 106-116-102, filed 8/17/73.]

WAC 106-116-103 Additional vehicles. When a new or different motor vehicle is acquired, it shall be necessary to obtain a new permit for that vehicle. When such a change of vehicles has been accomplished, the old permit will be surrendered to the campus police department, and a new permit with the same expiration date assigned will be issued at no charge by the cashier's office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-103, filed 1/13/78; Order 19, § 106-116-103, filed 8/22/74; Order 15, § 106-116-103, filed 8/17/73.]

WAC 106-116-10401 Animal traffic. It shall be unlawful for any person to drive, lead, walk or ride any cattle, horse or beast of burden upon any of the lawns, beds, sidewalks, malls, service drives or parking lots of Central Washington University except as authorized by permit by the campus police chief for parades and university sponsored activities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-10401, filed 1/13/78; Order 32, § 106-116-10401, filed 3/1/77.]

WAC 106-116-201 Permitted parking areas. (1) University owned parking areas are marked with signs reading, "Parking by University Permit Only." Vehicles parked without valid parking permits will be ticketed from 7:30 a.m. to 5:30 p.m. Monday through Friday, except:

(2) Vehicles parked in the C-1 Pavilion parking area without a valid parking permit will be ticketed from 7:30 a.m. to 4:00 p.m. Monday through Friday. No parking permitted daily in C-1 lot from 2:00 a.m. to 6:00 a.m.

(3) Vehicles parked in the C-2 Stadium parking area without a valid parking permit will be ticketed from 7:30 a.m. to 3:00 p.m. Monday through Friday.

(4) Enforcement shall be in effect twenty-four hours a day in the following parking areas:

- (a) Residence hall staff parking areas,
- (b) Buttons Apartments,
- (c) Thirty minute parking zones,

(d) J Lot[.]

(5) Vehicles parked in "B" Lot, Hertz Music Building parking area without a valid parking permit will be ticketed from 7:30 a.m. to 4:00 p.m. Monday through Friday. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-116-201, filed 5/16/79; 78-02-023 (Order 37), § 106-116-201, filed 1/13/78; Order 32, § 106-116-201, filed 3/1/77; Order 28, § 106-116-201, filed 8/2/76; Order 24, § 106-116-201, filed 7/30/75; Order 15, § 106-116-201, filed 8/17/73.]

WAC 106-116-202 No parking areas. Parking is permitted only in areas designated and marked for parking and in accordance with all signs posted in the designated parking area.

For example, prohibited areas include fire hydrants, yellow curb zones, crosswalks, driveways, service drives or any area not expressly permitted by sign or these regulations. Vehicles are not permitted to be parked on any undeveloped university property without the approval of the campus police department. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-202, filed 1/13/78; Order 24, § 106-116-202, filed 7/30/75; Order 19, § 106-116-202, filed 8/22/74; Order 15, § 106-116-202, filed 8/17/73.]

WAC 106-116-203 Specific parking prohibitions.

(1) Parking in areas and places normally used for moving traffic is a specific violation of these regulations.

(2) Parking in such a position with relation to other parked cars or marked parking spaces as to impede, restrict, or prevent free ingress or egress by other automobiles violates these regulations.

(3) Parking in areas marked for a special permit or clearly designated by signing for special use not available to the general public or regular permit holders is prohibited. Examples: parking in a space marked "Disability Permits Only," or in spaces reserved for residence hall personnel.

(4) Parking and/or driving on sidewalks adjacent to streets is prohibited.

(5) Parking or driving on lawns or flower beds is prohibited. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-203, filed 1/13/78; Order 16, § 106-116-203, filed 10/19/73.]

WAC 106-116-204 Commuter students. Students who commute and park in university parking areas must purchase and display a valid parking permit. They may not park in staff and faculty reserved lots, nor in student reserved lots. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-204, filed 1/13/78; Order 24, § 106-116-204, filed 7/30/75; Order 15, § 106-116-204, filed 8/17/73.]

WAC 106-116-205 Apartment residents. (1) Residents of Brooklane Village, Walnut Street Duplexes, Student Village Apartments and Buttons Apartments do

not need parking permits to park in front of or immediately adjacent to their respective apartments but must register their vehicles with the university.

(2) [Apartment] residents may purchase a commuter parking permit.

(3) Residents of Student Village may park in Lots G-1 and G-2 without a permit.

(4) Residents of Anderson Apartments will be given a parking permit for J Lot. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-116-205, filed 5/16/79; 78-02-023 (Order 37), § 106-116-205, filed 1/13/78; Order 24, § 106-116-205, filed 7/30/75; Order 15, § 106-116-205, filed 8/17/73.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 106-116-208 Fire lanes and service drives. Parking is not allowed at any time in the service drives or fire lanes of all campus buildings. Service drives may be used by service and emergency vehicles, and for loading and unloading personal items. A permit for vehicle to load and unload must be obtained from campus police. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-208, filed 1/13/78; Order 24, § 106-116-208, filed 7/30/75; Order 15, § 106-116-208, filed 8/17/73.]

WAC 106-116-212 Liability. The university shall not be liable for damages to or theft from a vehicle while parked in university parking lots. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-212, filed 1/13/78; Order 15, § 106-116-212, filed 8/17/73.]

WAC 106-116-213 Parking of trailers, campers, and similar purpose vehicles on campus. It shall be unlawful for any individual, firm or corporation to park any type of vehicle on the grounds of Central Washington University, for the purpose of using such vehicle as a living unit.

Any exception must be approved by the chief of campus police, in writing. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-213, filed 1/13/78; Order 28, § 106-116-213, filed 8/2/76; Order 24, § 106-116-213, filed 7/30/75; Order 15, § 106-116-213, filed 8/17/73.]

WAC 106-116-214 Mall traffic. (1) Only service vehicles are permitted on pedestrian malls, and then only at speeds less than five miles per hour, and at times of very light pedestrian traffic. Only service vehicles are permitted to travel on the malls past the octagonal red "stop" signs.

(2) Vehicles on clear emergency business with warning equipment operating are an exception to the provisions of this paragraph. Examples: fire trucks, ambulances, police cars, and equipment for emergency repair. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-214,

filed 1/13/78; Order 16, § 106-116-214, filed 10/19/73.]

WAC 106-116-301 Purchasing parking permits. (1) Parking permits may be purchased from the cashier during registration or at the cashier's office, Mitchell Hall.

(2) Persons who own more than one vehicle that may be parked on university owned parking facilities may obtain permits for such additional vehicles: *Provided*, That this type of additional permit does not constitute the right to park more than one vehicle at a time on campus. WAC 106-116-305(4) also has applicability in this situation. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-301, filed 1/13/78; Order 28, § 106-116-301, filed 8/2/76; Order 24, § 106-116-301, filed 7/30/75; Order 16, § 106-116-301, filed 10/19/73; Order 15, § 106-116-301, filed 8/17/73.]

WAC 106-116-302 Purchaser's responsibility. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these rules and regulations involving the vehicle for which the permit was issued and to which it was affixed: *Provided, however*, That such responsibility shall not relieve other persons who violate these rules and regulations while operating said vehicle. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-302, filed 1/13/78; Order 15, § 106-116-302, filed 8/17/73.]

WAC 106-116-303 Display of permits--Vehicle--Motorcycle. (1) Parking permits shall be displayed conspicuously on the right side (passenger side) rear bumper of the vehicle.

(2) Special permits must be displayed in the matter described at time of issuance.

(3) Motorcycle parking permits are to be placed in a conspicuous location on the front fork, handlebar, or fender of the motorcycle. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-303, filed 1/13/78; Order 24, § 106-116-303, filed 7/30/75; Order 15, § 106-116-303, filed 8/17/73.]

WAC 106-116-304 Disability permit. Any university employee, student or visitor who can show physical disability may apply to the Handicapped Student Services Office for a disability parking permit. Certification by a physician may be required. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-116-304, filed 5/16/79; 78-02-023 (Order 37), § 106-116-304, filed 1/13/78; Order 19, § 106-116-304, filed 8/22/74; Order 15, § 106-116-304, filed 8/17/73.]

WAC 106-116-305 Special parking permits. Special parking permits are available from the campus police

department or automatic ticket dispensers. These permits must be displayed in clear view on the dash of the vehicle, printed side readable from outside the vehicle.

(1) A special permit is available when permitted vehicle is inoperative and replacement vehicle being used (no cost).

(2) Permits are available for loading [and] [or] unloading. The time limit is thirty minutes.

(3) Vendor permits are available for noncontracted vendors conducting business on campus.

(4) Persons possessing a valid parking permit may purchase a second permit for the sum of \$2.00 per quarter. Both vehicles may not be parked on campus simultaneously. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-305, filed 1/13/78; Order 24, § 106-116-305, filed 7/30/75; Order 15, § 106-116-305, filed 8/17/73.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 106-116-306 Temporary parking permits. Temporary parking permits may be:

(1) Purchased on a daily basis from coin-operated dispensers in Lots B, C-1 and D.

(2) Purchased from the cashier in Mitchell Hall on a weekly basis.

(3) Obtained through the scheduling center in the Samuelson Union Building for attendees of conferences, workshops, and meetings scheduled through that office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-306, filed 1/13/78; Order 24, § 106-116-306, filed 7/30/75; Order 15, § 106-116-306, filed 8/17/73.]

WAC 106-116-307 Parking fees. Parking fees for university parking lots will be charged through the sale of permits according to a schedule of charges maintained in the cashier's office in Mitchell Hall. Governmental vehicles are fee exempt. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-307, filed 1/13/78; Order 28, § 106-116-307, filed 8/2/76; Order 24, § 106-116-307, filed 7/30/75; Order 19, § 106-116-307, filed 8/22/74; Order 16, § 106-116-307, filed 10/19/73; Order 15, § 106-116-307, filed 8/17/73.]

WAC 106-116-310 Contractor parking permits. (1) All contractors responsible for construction projects on the campus or for repair and maintenance contracts and those who make continuous deliveries of supplies must contact the campus police department prior to starting work to obtain permits for the parking of those vehicles necessary to carry on the work. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-310, filed 1/13/78; Order 24, § 106-116-310, filed 7/30/75; Order 15, § 106-116-310, filed 8/17/73.]

WAC 106-116-311 Parking fee refunds. (1) Application for parking permit fee refunds are to be made at

the campus police department. The parking permit must be surrendered upon application for a refund.

(2) A full parking fee refund is obtainable only within the first seven calendar days of any academic quarter in which the permit is issued.

(3) Refunds are only permitted under the following conditions:

- (a) Student teaching, or other off-campus program;
- (b) Withdrawal from the university;
- (c) Termination of employment.

(d) Refunds will not be made for daily permits. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-311, filed 1/13/78; Order 24, § 106-116-311, filed 7/30/75; Order 15, § 106-116-311, filed 8/17/73.]

WAC 106-116-312 Permit revocation. Parking permits are the property of the university and will be recalled for any of the following reasons:

(1) When the purpose for which the permit was issued, changes or no longer exists.

(2) When a permit is used on an unregistered vehicle or by an unauthorized individual.

(3) When there is falsification of the vehicle ownership statement.

(4) When there is counterfeiting or altering of a parking permit. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-312, filed 1/13/78; Order 24, § 106-116-312, filed 7/30/75; Order 15, § 106-116-312, filed 8/17/73.]

WAC 106-116-401 Definition of a visitor. For the purpose of issuance of parking permits, a visitor is considered to be any person who is on Central Washington University property and is not a member of the faculty, staff, or a student. The definition of a visitor also includes parents and other individuals specifically invited to the campus by faculty, staff, or students for a specific period of time. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-401, filed 1/13/78; Order 24, § 106-116-401, filed 7/30/75; Order 15, § 106-116-401, filed 8/17/73.]

WAC 106-116-402 Responsibility of visitor. Visitors shall comply with all university parking and traffic regulations. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-402, filed 1/13/78; Order 24, § 106-116-402, filed 7/30/75; Order 15, § 106-116-402, filed 8/17/73.]

WAC 106-116-403 Visitor parking permits. Visitors may obtain parking permits from the campus police department or from the automatic permit dispensers. The campus police department is located at 11th and D Streets, near the entrance to parking area "B". The automatic permit dispenser is near the entrance in "B" Lot, "C-1" Lot in front of Nicholson Pavilion, and "D" Lot. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-403, filed 1/13/78; Order 24, § 106-116-403, filed 7/30/75; Order 15, § 106-116-403, filed 8/17/73.]

WAC 106-116-404 Visitor parking areas. Visitors may park in any university owned and designated parking area except staff and faculty reserved areas and "J" Lot, if a proper permit has been obtained. They may park at any metered parking area, if meter fee is paid. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-404, filed 1/13/78; Order 24, § 106-116-404, filed 7/30/75; Order 15, § 106-116-404, filed 8/17/73.]

WAC 106-116-501 Basic speed limit. (1) The speed limit on the university campus is 20 MPH.

(2) The speed limit in the parking areas is 5 MPH.

(3) No person shall operate a motor vehicle on the campus at a speed greater than is reasonable and prudent for existing conditions.

(4) The speed limit for service vehicles on malls and service drives is 5 MPH. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-501, filed 1/13/78; Order 24, § 106-116-501, filed 7/30/75; Order 15, § 106-116-501, filed 8/17/73.]

WAC 106-116-513 Procedure--Citations and service thereof. Upon probable cause to believe that a violation of these regulations has occurred, an appropriate citation notice may be issued setting forth the date, the approximate time, the locality, and the nature of the violation. Such citations may be served by delivering or mailing a copy thereof to the alleged violator, or by placing a copy thereof in some prominent place within, upon or attached to such vehicle. Service by mail shall be accomplished by placing a copy of the citation in the mail addressed to the alleged violator at the address shown on the records of the office of the registrar or the staff personnel office for that person or any other last known address of that person. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-513, filed 1/13/78; Order 24, § 106-116-513, filed 7/30/75; Order 16, § 106-116-513, filed 10/19/73; Order 15, § 106-116-513, filed 8/17/73.]

WAC 106-116-514 Election to forfeit or contest. The citation issued pursuant to WAC 106-116-513 of these regulations shall inform the alleged violator that he/she may elect to either forfeit the fine applicable to the violation(s) charged or to contest the matter(s) in the Court of the Justice of the Peace for Kittitas County, otherwise known as the Lower Kittitas County District Court.

(1) If the alleged violator chooses to forfeit the fine(s), he/she may do so by paying the appropriate amount to the Justice of the Peace for Kittitas County. Payment will be in cash, by certified check, or by money order. Such payment may also be made by mail. Such forfeiture shall constitute a waiver of a right to a hearing.

(2) If the alleged violator chooses to contest, he/she may do so by contacting the office of the Justice of the Peace for Kittitas County and requesting a date to appear in court. [Statutory Authority: RCW 28B.19.050

and 28B.40.120. 78-02-023 (Order 37), § 106-116-514, filed 1/13/78; Order 19, § 106-116-514, filed 8/22/74; Order 16, § 106-116-514, filed 10/19/73; Order 15, § 106-116-514, filed 8/17/73.]

WAC 106-116-515 Procedure--Complaint and information. (1) A citation served in accordance with the provisions of WAC 106-116-513 of these regulations shall constitute the complaint or information against the person to whom delivered or mailed[;] the person to whom a permit was issued for the vehicle in which it was placed or to which it was attached; or if no permit for the vehicle [cited] has been issued, to the owner of the vehicle.

(2) The complaint or information may be amended at any time, either in writing delivered or mailed to the alleged violator or upon motion at trial in his presence, to include new charges of violations of these regulations. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-515, filed 1/13/78; Order 19, § 106-116-515, filed 8/22/74; Order 15, § 106-116-515, filed 8/17/73.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 106-116-521 Fines and penalties. (1) The fines or penalties to be assessed for violations of these regulations shall be those detailed in WAC 106-116-603.

(2) The chief of campus police will cause:

(a) These regulations or a reasonable condensation thereof to be prominently displayed in the campus police department.

(b) The amount of the fine to be written on the parking violation notices served on alleged violators. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-521, filed 1/13/78; Order 24, § 106-116-521, filed 7/30/75; Order 19, § 106-116-521, filed 8/22/74; Order 15, § 106-116-521, filed 8/17/73.]

WAC 106-116-601 Traffic regulation signs, markings, barricades, etc. (1) The campus police and physical plant are authorized to erect signs, barricades and other structures and to paint marks and other directions upon the streets and roadways for the regulation of traffic and parking upon state lands devoted mainly to the educational or research activities of Central Washington University. Such signs, barricades, structures, markings and directions shall be so made and placed as to, in the opinion of the campus police department and physical plant, best effectuate the objectives stated in WAC 106-116-020 of these regulations.

(2) No sign, barricade, structure, marking, or direction for the purpose of regulating traffic or parking shall be moved, defaced, or in any way changed by any person without authorization from the chief of campus police. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-601, filed

1/13/78; Order 24, § 106-116-601, filed 7/30/75; Order 15, § 106-116-601, filed 8/17/73.]

WAC 106-116-603 Fines schedule for court.

Offense	Fine
(1) Improper display of permit	\$1.00
(2) Parking faculty-staff area	\$1.00
(3) Parking yellow stripe or curb	\$2.00
(4) Parking outside designated parking area	\$2.00
(5) Live parking area	\$2.00
(6) Obstructing traffic	\$2.00
(7) Double parking	\$2.00
(8) Parking at improper angle or using more than one stall, or backing into parking stall	\$2.00
(9) Violation of the bicycle parking rules in WAC 106-116-901	\$1.00
(10) Reserved parking area	\$2.00
(11) No parking area	\$2.00
(12) Failure to remove keys from ignition	\$2.00
(13) Overtime parking	\$1.00
(14) Vehicle not registered	\$2.00
(15) Falsification of vehicle registration	\$5.00
(16) Using counterfeit, falsely made or altered permit	\$10.00
(17) Illegal use of permit	\$10.00
(18) No current permit	\$2.00
(19) Parking service drive	\$2.00
(20) Parking/driving sidewalks, malls	\$5.00
(21) Parking/driving lawns	\$10.00
(22) Parking fire lane	\$10.00
(23) Parking fire hydrant	\$10.00
(24) Driving, walking, leading, etc., certain animals on campus without permit (WAC 106-116-10401)	\$10.00
(25) Other violations of the objectives of the CWU Parking and Traffic Regulations	\$1.00 to \$10.00

[(26)] Parking in a space marked "Disability Permits Only" \$10.00
 (27) (a) When a citation for offenses (1), (2), (9), and (13) is issued, any violator may, within one full business day of the issuance thereof, present such citation to the district court office in the Kittitas County Courthouse and therewith pay \$.75 and no additional fine or penalty shall be imposed for such violation.

(b) The Court Commissioner of the Kittitas County District Court and authorized deputies, or during non-business hours of said Court the office of the Sheriff of Kittitas County will accept payments made under this rule.

(c) This schedule of fines and provisions for payment corresponds with rules laid down by the Lower Kittitas County District Court, the Justice of the Peace for Kittitas County. This court may issue arrest warrants for fines not paid within ten days. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-116-603, filed 5/16/79; 78-02-023 (Order

37), § 106-116-603, filed 1/13/78; Order 34, § 106-116-603, filed 4/21/77; Order 32, § 106-116-603, filed 3/1/77; Order 24, § 106-116-603, filed 7/30/75; Order 19, § 106-116-603, filed 8/22/74; Order 15, § 106-116-603, filed 8/17/73.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 106-116-701 Impounding procedures. (1) Any vehicle parked upon the Central Washington University campus lands in violation of these regulations, including the motor vehicle and other traffic laws of the state of Washington and the Traffic Code of the city of Ellensburg, may be impounded and taken to such place for storage as the chief of campus police selects.

(2) The expense of such impounding and storage shall be charged to the owner or operator of the vehicle and paid prior to the release of the vehicle.

(3) CWU and its employees shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and storage. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-701, filed 1/13/78; Order 24, § 106-116-701, filed 7/30/75; Order 15, § 106-116-701, filed 8/17/73.]

WAC 106-116-901 Bicycle parking and traffic regulations. (1) The primary aim of the bicycle control program is safety, and this aim will be achieved by keeping bicycles out of buildings, away from building exits, and parking them off paths and sidewalks. Bicycles must never be parked in stairwells, hallways, or any place which will be a safety hazard or hinder exit from buildings.

(2) Bicycles must be parked in racks. At times, rack space may not be available and parking near the racks is permitted provided the parked bicycles do not interfere with pedestrian traffic.

(3) The following specific regulations must be observed while operating bicycles on campus:

(a) Do not ride or park bicycles inside buildings at any time.

(b) Do not lean or park bicycles near or against windows.

(c) Pedestrians having right-of-way, at times and places of congested pedestrian traffic, the bicycle rider must walk the bicycle. A violation of this provision shall constitute a moving violation and shall be referred directly to the Court of the Justice of the Peace for Kittitas County.

(d) Bicyclists must observe the 5 MPH speed limits on malls and service drives.

(e) Bicyclists must ride in designated lanes where they exist and on the rider's right hand side of any mall or traffic way.

[(4)] Impounding for illegal parking:

(a) Bicycles parked on paths, sidewalks, in buildings or near building exits may be impounded. Except in areas adjacent to residence halls, bicycles left over 72 hours may be impounded.

(b) Impounded bicycles will be stored in a location determined by the chief of campus police. Bicycles will be released at specific times and upon presentation of proof of ownership. Owners of impounded bicycles, if identifiable, will be notified immediately upon impoundment and must reclaim the bicycle within seven days.

(c) Abandoned, lost or found bicycles shall be subject to sale in accordance with the laws of the state of Washington applicable to such sales conducted by law enforcement authorities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-901, filed 1/13/78; Order 24, § 106-116-901, filed 7/30/75; Order 15, § 106-116-901, filed 8/17/73.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

Chapter 106-120 WAC

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

WAC

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106-120-051	Membership in campus judicial council.
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106-120-055	Procedures for hearing.
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106-120-063	Repealed.
106-120-064	Decision by the dean.
106-120-065	Repealed.
106-120-066	Suspension for failure to appear.
106-120-067	Repealed.
106-120-068	Repealed.
106-120-070	Repealed.
106-120-200	Purpose of the residence hall arbitration council.
106-120-210	The residence hall arbitration council.
106-120-220	Membership of the residence hall arbitration council.
106-120-230	Hearing procedures.
106-120-240	Disruptions of a council hearing.
106-120-250	Annual review of the residence hall arbitration council.
106-120-700	Demonstrations on campus.
106-120-800	Right to form organizations.
106-120-900	Student government.
106-120-910	Repealed.
106-120-911	Repealed.
106-120-912	Repealed.
106-120-913	Repealed.

106-120-914 Repealed.
 106-120-915 Repealed.
 106-120-916 Repealed.
 106-120-917 Repealed.
 106-120-918 Repealed.
 106-120-919 Repealed.
 106-120-920 Repealed.
 106-120-921 Repealed.
 106-120-922 Repealed.
 106-120-923 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-120-054 Extraordinary Hearing Boards. [Order 22, § 106-120-054, filed 7/29/75; Order 7, § 106-120-054, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-059 Decision by the Hearing Board—Final decision regarding disciplinary sanction. [Order 7, § 106-120-059, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-063 Notice of summary suspension proceedings—Procedures of summary suspension hearing. [Order 7, § 106-120-063, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-065 Notice of summary suspension proceedings—Notice of suspension. [Order 7, § 106-120-065, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-067 Notice of summary suspension proceedings—Appeal. [Order 7, § 106-120-067, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-068 Notice of summary suspension proceedings—Summary suspension proceedings not duplicitous. [Order 7, § 106-120-068, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-070 Appeals. [Order 7, § 106-120-070, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-910 Constitution of the Associated Students of Central—Preamble. [Order 20, § 106-120-910, filed 3/24/75; Order 7, § 106-120-910, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-911 Constitution of the Associated Students of Central—Name. [Order 20, § 106-120-911, filed 3/24/75; Order 7, § 106-120-911, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-912 Constitution of the Associated Students of Central—Membership. [Order 20, § 106-120-912, filed 3/24/75; Order 7, § 106-120-912, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-913 Constitution of the Associated Students of Central—Organization. [Order 20, § 106-120-913, filed 3/24/75; Order 7, § 106-120-913, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-914 Constitution of the Associated Students of Central—The Board of Control. [Order 31, § 106-120-914,

filed 8/17/76; Order 20, § 106-120-914, filed 3/24/75; Order 14, § 106-120-914, filed 7/23/73; Order 7, § 106-120-914, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-915 Constitution of the Associated Students of Central—Executive Manager. [Order 31, § 106-120-915, filed 8/17/76; Order 20, § 106-120-915, filed 3/24/75; Order 14, § 106-120-915, filed 7/23/73; Order 7, § 106-120-915, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-916 Constitution of the Associated Students of Central—The Judicial Branch. [Order 31, § 106-120-916, filed 8/17/76; Order 20, § 106-120-916, filed 3/24/75; Order 14, § 106-120-916, filed 7/23/73; Order 7, § 106-120-916, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-917 Constitution of the Associated Students of Central—Elections. [Order 20, § 106-120-917, filed 3/24/75; Order 7, § 106-120-917, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-918 Constitution of the Associated Students of Central—Organization. [Order 20, § 106-120-918, filed 3/24/75; Order 14, § 106-120-918, filed 7/23/73; Order 7, § 106-120-918, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

*106-120-919 Constitution of the Associated Students of Central—Publications. [Order 7, § 106-120-919, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75. Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

*106-120-920 Constitution of the Associated Students of Central—Initiative and referendums. [Order 20, § 106-120-919 (codified and amended as WAC 106-120-920), filed 3/24/75; Order 7, § 106-120-920, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

*106-120-921 Constitution of the Associated Students of Central—Amendments. [Order 20, § 106-120-920 (codified and amended as WAC 106-120-921), filed 3/24/75; Order 7, § 106-120-921, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

*106-120-922 Constitution of the Associated Students of Central—The enabling act. [Order 20, § 106-120-921 (codified and amended as WAC 106-120-922), filed 3/24/75; Order 7, § 106-120-922, filed 8/18/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

*106-120-923 Constitution of the Associated Students of Central—Verification. [Order 20, § 106-120-922 (codified as WAC 106-120-923), filed 3/24/75.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

Reviser's note: Order 40 (WSR 78-09-045) of the Central Washington State University, filed August 18, 1978, repealed by section number citation WAC 106-120-910 through 106-120-922. The captions of the last four sections repealed were those of WAC 106-120-920 through 106-120-923, and WAC 106-120-919 was repealed previously by Order 22, filed 7/29/75. It appears that the intent was to repeal WAC 106-120-923, therefore that section citation, as well as its caption, appears in the above disposition table.

WAC 106-120-001 Rights and responsibilities. The provisions WAC 106-120-001 through 106-120-999 shall constitute the Student Rights and Responsibilities Policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-001, filed 10/4/78; Order 7, § 106-120-001, filed 8/18/72, effective 9/20/72.]

WAC 106-120-010 Rights and responsibilities of students. (1) Students at the university neither lose the rights nor escape the obligations of citizenship. Students retain and enjoy all rights secured to citizens by the Constitution and laws of the United States, and the Constitution and laws of the state of Washington, and ordinances and laws of the county of Kittitas and city of Ellensburg. Students are obliged to obey these laws and ordinances.

(2) The university distinguishes its responsibility for student conduct from the controls imposed by the larger community outside the university, and of which the university is a part. When students are charged with violations of laws of the nation, state, or ordinances of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

(3) The university reserves the right to impose further sanctions after law enforcement agencies, courts, and other agencies have imposed penalties or otherwise disposed of a case.

(4) The university does not have the responsibilities of a parent for the conduct of students, and is not responsible for law enforcement off campus. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-010, filed 5/16/79; 78-10-106 (Order 41), § 106-120-010, filed 10/4/78; Order 22, § 106-120-010, filed 7/29/75; Order 7, § 106-120-010, filed 8/18/72, effective 9/20/72.]

WAC 106-120-011 Internal solution of problems. It shall be a policy of the university to solve problems internally when possible. Students and university officials should attempt counseling and mediation procedures, using internal university resources as far as possible in the resolution of problems and grievances. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-011, filed 10/4/78; Order 22, § 106-120-011, filed 7/29/75; Order 7, § 106-120-011, filed 8/18/72, effective 9/20/72.]

WAC 106-120-013 Definitions. When used in WAC 106-120-010 through 106-120-999:

(1) "University" shall mean Central Washington University.

(2) "President" shall mean the president of the university.

(3) "Dean" shall mean the dean of student development of the university, or his designee.

(4) "Student" shall mean a person enrolled at the university either full or part time, pursuing undergraduate, graduate, or extension studies, or a person accepted for admission or readmission to the university.

(5) "Instructor" shall mean any person employed by the university to conduct classes as set forth in the Faculty Code of Personnel Policy and Procedure. In certain circumstances a person may be both a "student" and an "instructor". Determination of whether such a person's status as student is involved in particular situations shall be determined by the Campus Judicial Council based upon the circumstances.

(6) "Legal Compulsion" shall mean a judicial or legislative order which requires some action by the person to whom it is directed.

(7) "ASC" shall mean the Associated Students of Central.

(8) "Violation of law" shall mean a violation of the laws or ordinances of the federal government or of any state or political subdivision thereof having jurisdiction over the place in which the violation occurs. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-013, filed 10/4/78; Order 22, § 106-120-013, filed 7/29/75; Order 7, § 106-120-013, filed 8/18/72, effective 9/20/72.]

WAC 106-120-020 Proscribed conduct. A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

(1) Academic dishonesty in all its forms including, but without being limited to, cheating on tests, plagiarism, collusion, and submission of another's work product as the student's own.

(2) Cheating on tests.

(3) Copying from another student's test paper.

(4) Using materials during a test not authorized by the person giving the test.

(5) Collaboration with any other person during a test without authority.

(6) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test.

(7) Bribing any other person to obtain an unadministered test or information about an unadministered test.

(8) Substitution for another student or permitting any other person to substitute for oneself to take a test.

(9) "Plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

(10) "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

(11) Filing a formal complaint with the dean of student development or his designee with the intention of falsely accusing another with having violated a provision of this code.

(12) Furnishing false information to the Campus Judicial Council with the intent to deceive, the intimidation of witnesses, the destruction of evidence with the intent to deny its presentation to the Campus Judicial

Council or the willful failure to appear before the Campus Judicial Council when properly notified to appear.

(13) Intentionally setting off a fire alarm or reporting a fire or other emergency or tampering with fire or other emergency equipment except when done with the reasonable belief in the existence of a need therefore.

(14) Forgery, alteration, or misuse of university documents, records, or identification cards.

(15) Physically abusing or intentionally inflicting severe emotional distress upon another member of the university community whether occurring on or off campus; or physically abusing or intentionally inflicting severe emotional distress upon a nonmember of the university community.

(16) Theft or malicious destruction, damage or misuse of university property or private property of another member of the university community whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the university community.

(17) Unauthorized seizure or occupation or unauthorized presence in any university building or facility.

(18) Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university to be conducted on campus.

(19) Intentional participation in a demonstration which is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of WAC 106-120-700 through 106-120-799.

(20) Unauthorized entry upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.

(21) Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the university.

(22) Possession, use, or distribution on campus of any narcotic or dangerous or unlawful drug as defined by the laws of the United States or the state of Washington except as expressly permitted by law.

(23) Violation of the university Board of Trustees' policy on alcoholic beverages which states:

(a) Persons twenty-one years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments. Washington state law provides severe penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors. All university students should be aware of these laws and the possible consequences of violations.

(b) The university does not condone the consumption of alcoholic beverages at functions sponsored by Central Washington University organizations. Organizations are

held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington state law.

(c) The Campus Judicial Council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university.

(24) Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee or commission or council acting within the scope of its authority.

(25) Violation on campus of any state or federal law or violation of any state or federal law off campus while participating in any university sponsored activity. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-020, filed 5/16/79; 78-10-106 (Order 41), § 106-120-020, filed 10/4/78; Order 22, § 106-120-020, filed 7/29/75; Order 7, § 106-120-020, filed 8/18/72, effective 9/20/72.]

WAC 106-120-030 Disciplinary sanctions. The following definitions of disciplinary terms have been established and may be the sanctions imposed upon violators of chapter 106-120 WAC by the dean of student development or his designee, or by the Campus Judicial Council.

(1) **Warning.** Notice to a student in writing that he has been in violation of university rules or regulations or has otherwise failed to meet the university's standard of conduct. Such warnings will contain the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) **Disciplinary Probation.** Formal action specifying the conditions under which a student may continue to be a student at the university. The conditions specified may be in effect for a period of time or for the duration of the student's attendance at the university.

(3) **Restitution.** An individual student may be required to make restitution for damage or loss to university or other property and for injury to persons. Failure to make restitution will result in suspension for an indefinite period of time as set forth in subsection (4) below provided that a student may be reinstated upon payment.

(4) **Suspension.** Temporary dismissal from the university and from status as a student, for violation of university rules or regulations or for failure to meet university standards of conduct. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate that the conditions for readmission have been met. In the case of an unemancipated minor who is suspended, a copy of the notification of suspension will be sent to the parents or the guardians of the student. There is to be no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

(5) The time limits that may be imposed in (2), (3), and/or (4) may be modified because of conditions of

provable duress on the affected student, including but not limited to illness and injury. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-030, filed 10/4/78; Order 22, § 106-120-030, filed 7/29/75; Order 7, § 106-120-030, filed 8/18/72, effective 9/20/72.]

WAC 106-120-031 Readmission after suspension. Any student suspended from the university for disciplinary reasons may be readmitted upon expiration of the time period specified in the document of original suspension. If the affected student feels that circumstances warrant reconsideration of his suspension prior to its time of expiration, he may be readmitted following approval of a written petition submitted to the dean of student development or his designee. Such petitions must state reasons which either provide new evidence concerning the situation which resulted in the suspension, or demonstrate that earlier readmission is in the best interest of the student and the university. Approval for such readmission must be given by the dean of student development, his designee or by the Campus Judicial Council. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-031, filed 10/4/78; Order 22, § 106-120-031, filed 7/29/75; Order 7, § 106-120-031, filed 8/18/72, effective 9/20/72.]

WAC 106-120-032 Readmission after suspension--Reestablishment of academic standing. Students who have been suspended pursuant to disciplinary procedures set forth in this chapter and whose suspension upon appeal is found to have been unwarranted shall be provided full opportunity to reestablish their academic and student standing to the extent possible within the abilities of the university, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-032, filed 10/4/78; Order 7, § 106-120-032, filed 8/18/72, effective 9/20/72.]

WAC 106-120-040 Complaints--Disposition. (1) A complaint alleging misconduct against any student at the university may be filed by anyone at the office of the dean of student development. Students, faculty members, administrators and other employees of the university shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter. Persons filing complaints shall be complainant of record.

(2) The dean shall make preliminary investigation to determine whether the charges are significant or whether they may be disposed of informally by the dean without the initiation of disciplinary proceedings.

(3) After investigation, the dean may:

(a) Drop the charges, when they appear to be invalid or without substance or capricious;

(b) discuss the situation informally with the student charged, and negotiate a suitable penalty with any student who wishes to plead guilty and/or accept such sanction as the dean may propose;

(c) refer the case to the Campus Judicial Council, in those situations when further examination of evidence is required, or when the dean and the student cannot agree on guilt or a suitable penalty.

(4) When cases are referred to the Campus Judicial Council, the information to the council shall include the nature of the alleged misconduct, name and address of the complainant, name and address of the student(s) charged, and all relevant facts and witness statements.

(5) The individuals involved shall be given a copy of the Student Rights and Responsibilities Policy. This includes but is not limited to: The student against whom the complaint is made and the person making the complaint. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-040, filed 10/4/78; Order 22, § 106-120-040, filed 7/29/75; Order 7, § 106-120-040, filed 8/18/72, effective 9/20/72.]

WAC 106-120-041 Complaints--Disposition--Pending criminal proceedings for the campus judicial council. If a student charged with misconduct under this code has been charged with a crime for the same act or closely-related acts by federal, state, or local authorities, or if it appears that such criminal charge is under consideration by said authorities, the Campus Judicial Council should ordinarily postpone action on the complaint until there has been a disposition of the criminal charge or of the consideration of filing such charge. However, the council may proceed to hear and decide the case prior to the disposition of pending or threatened criminal charges in either of the following instances:

(1) If the student so requests in writing.

(2) If, in the judgment of the Campus Judicial Council, the nature of the alleged misconduct and the circumstances surrounding it pose a serious risk to the health or well being of the student himself or of other members of the university community.

If in any such proceeding before the Campus Judicial Council there is determination of guilt, and if the subsequent criminal proceeding results in a judgment of acquittal, the student may petition the Campus Judicial Council for a rehearing. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-041, filed 10/4/78; Order 7, § 106-120-041, filed 8/18/72, effective 9/20/72.]

WAC 106-120-042 Notice requirements. Any student charged in a complaint filed pursuant to WAC 106-120-040, with a violation of WAC 106-120-020, shall be notified by the dean of student development or his designated representative within three work days after the filing of such a complaint, if possible. The notice shall be effective if presented later due to the student's absence. Such notice shall:

(1) Inform the student that a complaint has been filed alleging that the student violated specific provisions of

the Student Rights and Responsibilities Policy and the date of the violation; and

(2) set forth those provisions allegedly violated; and

(3) specify a time and date the student is required to meet with the dean of student development or his designee; and

(4) inform the student that failure to appear at the appointed time at the dean of student development's office may subject him to suspension from the institution. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-042, filed 10/4/78; Order 22, § 106-120-042, filed 7/29/75; Order 7, § 106-120-042, filed 8/18/72, effective 9/20/72.]

WAC 106-120-043 Meeting with the dean of student development. At the meeting with the dean of student development or his designee, the student shall be informed of provisions of the Student Rights and Responsibilities Policy that are involved, that he may appeal any sanction imposed by the dean of student development or his designee to the Campus Judicial Council and that if a hearing is required, he may have that hearing open to the public. If the student requests a formal hearing, the dean of student development or his designee shall take no action nor make any determination in the matter other than to inform the student of the time, date, and location of the formal hearing by the Campus Judicial Council. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-043, filed 5/16/79; 78-10-106 (Order 41), § 106-120-043, filed 10/4/78; Order 22, § 106-120-043, filed 7/29/75; Order 7, § 106-120-043, filed 8/18/72, effective 9/20/72.]

WAC 106-120-050 Campus judicial council. (1) The Campus Judicial Council shall be the principal campus wide judicial body with jurisdiction and authority to hear all charges of misconduct against students, whether graduate or undergraduate. The Campus Judicial Council has authority to impose the sanctions described in WAC 106-120-030 for acts of misconduct specified in WAC 106-120-020.

(2) For the purpose of these rules, any person enrolled for classes and considered a student by the definition in WAC 106-120-013(4) is subject to these rules, independent of any other status the individual may have with the university. Any action taken against a student under these rules shall be independent of other actions taken by virtue of another relationship with the university in addition to that of student.

(3) The Campus Judicial Council has jurisdiction over all students and student organizations. Other divisions of the university may elect to establish subsidiary judicial agencies, over which the Campus Judicial Council will have appellate jurisdiction. Appeals from these subsidiary councils or agencies must be made within five working days from the time of publication of findings by said subsidiary judicial agency. Failure to file such an appeal will constitute and be construed as full acceptance by all parties of the findings. Decisions made by

the Campus Judicial Council will be deemed to be final decisions in a contested case and appealable only to the Superior Court.

(4) Persons or agencies levying sanctions should devise sanctions which are in proportion to both the nature and extent of the misconduct, and which compensate as far as possible for injury, expense, and/or inconvenience. The sanction should redress injury, damage, or grievance as far as possible.

(5) Due process of law is recognized as essential to the proper enforcement of university rules. No charges may be heard or sanctions levied in the name of the university except in accordance with these rules. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-050, filed 5/16/79; 78-10-106 (Order 41), § 106-120-050, filed 10/4/78; Order 22, § 106-120-050, filed 7/29/75; Order 7, § 106-120-050, filed 8/18/72, effective 9/20/72.]

WAC 106-120-051 Membership in campus judicial council. (1) The council shall consist of three faculty members holding the rank of assistant professor or above, and six students, at least one of whom should be a graduate student if a graduate student files for election to the council. At least three of the student members are to be undergraduate students.

(2) The faculty members of the council shall be designated by the Faculty Senate. The student members of the council shall be elected according to procedures indicated by the constitution of the Associated Students of Central. The faculty members will be designated at the beginning of each academic year. Six student members shall be elected: Three during winter quarter registration and three during spring quarter registration, each student being elected for a term of one calendar year, in accordance with the ASC Bylaws. Terms of office for students begin with the first day of instruction of the quarter following election to office.

(3) A chairperson of the Campus Judicial Council shall be elected at the first meeting of the fall quarter, and shall continue in office until the person's term expires, the person resigns, or is recalled. The duties of the chairperson are as follows:

(a) To call regular and special meetings of the council by notification to members at least twenty-four hours in advance of the meeting time, except in bona fide emergency situations.

(b) To preside over all regular and special meetings.

(c) To act as hearing officer at all meetings of the hearing board. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-051, filed 5/16/79; 78-10-106 (Order 41), § 106-120-051, filed 10/4/78; Order 22, § 106-120-051, filed 7/29/75; Order 7, § 106-120-051, filed 8/18/72, effective 9/20/72.]

WAC 106-120-054 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-055 Procedures for hearing. (1) When disciplinary cases have been referred for hearing,

the chairperson shall call a special meeting of the council and arrange for such hearing in the following manner:

(a) The council shall determine the time and place of hearing, which shall be at least two working days after said special meeting of the council. Time and place shall be set to make the least inconvenience for all interested parties.

(b) The council shall draw lots to determine a hearing board consisting of four student members and two faculty members of the council, and the chairperson of the council acting as hearing officer.

(c) A quorum of the hearing board shall be two of the four student members and two faculty members, as selected by lot at the special meeting of the council, and the chairperson of the council. No case shall be heard unless the full membership of the hearing board is present.

(d) All cases will be heard *de novo*, whether the case be an appeal from a subsidiary judicial body or being heard as an original complaint.

(2) The chairperson of the council shall insure that:

(a) The hearing is held in an orderly manner, giving full care that the rights of all parties to a full, fair and impartial hearing are maintained.

(b) The charges and supporting evidence or testimony shall be presented first, and that there is full opportunity for the accused student to challenge the testimony and/or evidence, and to cross examine appropriately.

(c) The student charged shall next present evidence or testimony to refute the charge, and that there is full opportunity for the accuser to challenge testimony and/or evidence, and to cross examine appropriately.

(d) The hearing board, after all parties have been heard, shall deliberate in executive session until a decision is reached. After the decision is reached, it shall be communicated in writing to all of the parties, including the complainant and to the dean of student development.

(3) Hearings will ordinarily be held in closed session, unless the hearing board shall determine that there is compelling reason for the hearing to be open to all those interested. A closed hearing shall include only members of the hearing board, persons directly involved in the hearing as parties, and persons called as witnesses. If at any time during the conduct of a hearing any person is disruptive of the proceedings and cannot be persuaded to observe the necessary decorum for an appropriate hearing, the hearing officer is empowered to exclude such person from the hearing room, using such means as are necessary to insure an orderly hearing.

(4) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of WAC 106-120-020. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in deciding the appropriate disciplinary action.

(5) The student shall be given written notice from the dean of student development or his designee by certified mail to the student's last known address of the time and place of his hearing before the board. Said notice shall contain:

(a) A statement of the date, time, place and nature of the disciplinary proceedings.

(b) A statement of the specific charges against him including reference to the particular sections of chapter 106-120 WAC involved.

(c) To the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the university at the hearing.

(6) The student shall be entitled to hear and examine the evidence against him and be informed of the identity of its source; he shall be entitled to present evidence in his own behalf and cross-examine witnesses testifying against him as to factual matters. The student shall have all authority possessed by the university to obtain information he specifically describes, in writing, and tenders to the dean of student development or his designee no later than two days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the hearings.

Notwithstanding the provisions of the paragraph immediately above, the university shall not be liable for information requested by the student or the presence of witnesses when circumstances beyond the control of the university prevent the obtaining of such information or the attendance of such witnesses at the hearing.

(7) The student may be represented by counsel of his choice at the disciplinary hearings. If the student elects to choose a duly licensed attorney admitted to practice law in the state of Washington as his counsel, he must tender two days notice thereof to the dean of student development or his designee.

In all disciplinary proceedings the university may be represented by the dean of student development or his designee who may present the university's case against the student accused of violating chapter 106-120 WAC provided, that in those cases in which the student elects to be represented by a licensed attorney, the dean of student development or his designee may elect to have the university represented by an assistant attorney general.

(8) The proceedings of the hearing shall be tape recorded. A copy thereof shall be on file at the office of the dean of student development. Either party at its own expense may produce a transcript of the proceedings.

(9) The hearing board may change the time and place of the hearing for sufficient cause. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-055, filed 5/16/79; 78-10-106 (Order 41), § 106-120-055, filed 10/4/78; Order 22, § 106-120-055, filed 7/29/75; Order 7, § 106-120-055, filed 8/18/72, effective 9/20/72.]

WAC 106-120-056 Procedures for hearing--Admissible evidence. (1) Only those matters presented at the hearing, in the presence of the accused student, will

be considered in determining whether the hearing board has sufficient cause to believe that the accused student is guilty of violating the rules he is charged with having violated.

(2) In determining whether sufficient cause does exist, members of the hearing board shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs.

(3) The hearing officer shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-056, filed 10/4/78; Order 7, § 106-120-056, filed 8/18/72, effective 9/20/72.]

WAC 106-120-057 Procedures for hearing--Interference with proceedings. Any student interfering with the proceedings of the meeting, with the dean of student development or his designee or the formal hearing or any subsequent hearing shall be in contempt of the proceedings and may be summarily suspended from the university by the dean of student development or his designee or the Campus Judicial Council at the time the interference takes place and shall be subject to suspension or any lesser sanction as may be determined by the Campus Judicial Council at the time the interference takes place or within fifteen academic calendar days thereafter. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-057, filed 10/4/78; Order 7, § 106-120-057, filed 8/18/72, effective 9/20/72.]

WAC 106-120-058 Decision by the hearing board.

(1) Upon conclusion of the disciplinary hearing, the hearing board may consider all the evidence therein presented in closed session and decide by majority vote any of the following actions:

(a) That the university terminate the proceedings and exonerate the student or students.

(b) that the university impose minor sanctions directly, such as a warning, reprimand, fine, restitution, or disciplinary probation.

(c) that the student be suspended from the university including a recommendation of the duration of such suspension.

(2) The student shall be provided with a copy of the board's findings of fact and conclusions regarding whether the student did violate any rule or rules of the Student Rights and Responsibilities Policy and the board's decision as to the appropriate sanction to be imposed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-058, filed 10/4/78; Order 22, § 106-120-058, filed 7/29/75; Order 7, § 106-120-058, filed 8/18/72, effective 9/20/72.]

WAC 106-120-059 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-060 Initiation of summary suspension proceedings. The dean of student development or his designee may summarily suspend any student from the university for not more than ten academic calendar days pending investigation, action or prosecution of charges of an alleged chapter 106-120 WAC violation or violations, if the dean of student development has reason to believe that the student's physical or emotional safety and well-being, or the safety and well-being of other university community members, or the protection of property requires such suspension. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-060, filed 10/4/78; Order 22, § 106-120-060, filed 7/29/75; Order 7, § 106-120-060, filed 8/18/72, effective 9/20/72.]

WAC 106-120-061 Permission to enter or remain on campus. During the period of summary suspension, the suspended student shall not enter the campus of the university other than to meet with the dean of student development or to attend the summary suspension hearing. However, the dean may grant the student special permission to enter for the express purpose of meeting with faculty, staff, or students in preparation for the hearing. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-061, filed 5/16/79; 78-10-106 (Order 41), § 106-120-061, filed 10/4/78; Order 22, § 106-120-061, filed 7/29/75; Order 7, § 106-120-061, filed 8/18/72, effective 9/20/72.]

WAC 106-120-062 Notice of summary suspension proceedings. If the dean of student development or his designee finds it necessary to exercise the authority to summarily suspend a student, he shall:

(1) Give an oral or written notice of the alleged misconduct and violation(s) of any provision(s) of chapter 105-120 WAC to the student;

(2) Give an oral or written explanation of the evidence in support of the charge(s) to the student;

(3) Give an oral or written explanation of the corrective action or punishment (up to a maximum of ten academic calendar days suspension) which may be imposed, to the student; and

(4) The student shall be provided an opportunity to present his or her explanation of the conduct alleged to be violative of the university's Student Rights and Responsibilities Policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-062, filed 5/16/79; 78-10-106 (Order 41), § 106-120-062, filed 10/4/78; Order 22, § 106-120-062, filed 7/29/75; Order 7, § 106-120-062, filed 8/18/72, effective 9/20/72.]

WAC 106-120-063 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-064 Decision by the dean. If the dean, at the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of chapter 106-120 WAC are alleged has committed one or more of such violations; and

(2) Such violation or violations of the law or of provisions of chapter 106-120 WAC constitute grounds for disciplinary action; and

(3) Summary suspension of the student is necessary, the dean may immediately suspend such student from the university for up to ten academic calendar days. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-064, filed 5/16/79; 78-10-106 (Order 41), § 106-120-064, filed 10/4/78; Order 7, § 106-120-064, filed 8/18/72, effective 9/20/72.]

WAC 106-120-065 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-066 Suspension for failure to appear. If the student against whom specific violations of provisions of chapter 106-120 WAC have been alleged has been instructed by the dean of student development or his designee to appear for summary suspension proceedings and then fails to appear at the time designated for the summary suspension proceedings, the dean may suspend the student from the university, and shall give written notice of suspension to the student at his last address of record on file with the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-066, filed 10/4/78; Order 7, § 106-120-066, filed 8/18/72, effective 9/20/72.]

WAC 106-120-067 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-068 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-070 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-200 Purpose of the residence hall arbitration council. The Residence Hall Arbitration Council exists to provide members of the Central Washington University residence hall community with a means for resolving problems through an educational and objective process. Cases may be brought to this council by any member of the campus community. The Residence Hall Arbitration Council shall negotiate a settlement of the case with the involved parties and/or make a recommendation for action to proper administration or judicial authorities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-200, filed 5/16/79; Order 22, § 106-120-200, filed 7/29/75.]

WAC 106-120-210 The residence hall arbitration council. (1) The Residence Hall Arbitration Council shall be available to conduct hearings for all students contracting to live in the residence hall system. When problems develop involving people who do not live in the

residence hall system, the Arbitration Council may take action on a complaint or refer the case elsewhere.

(2) The Residence Hall Arbitration Council shall provide hearings for matters relating to these problem areas in the residence halls, dining room facilities or residence hall grounds;

(a) Damages inflicted on residence hall buildings, furnishings or grounds.

(b) Damages to personal property of students living in the residence hall system.

(c) Noise disturbances.

(d) Disorderly conduct.

(e) Physical or mental harassment of students living in the residence hall system.

(f) Illegal entry into a student's room.

(g) Unauthorized seizure or occupation of a student's room.

(h) Violations of university policy.

(i) Other related behavioral problems. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-210, filed 5/16/79; Order 22, § 106-120-210, filed 7/29/75.]

WAC 106-120-220 Membership of the residence hall arbitration council. (1) For each case heard the membership of the Residence Hall Arbitration Council shall consist of seven people selected on a random, rotating basis, normally from outside the residence hall in which the problem occurred. The seven members will include:

(a) Two female residence hall students.

(b) Two male residence hall students.

(c) One student residence hall staff member, i.e., a living group advisor or building manager.

(d) The director or assistant director of Residence Living or the director of Housing Services or his/her designee.

(e) The Residence Hall Arbitration Council coordinator.

(2) All the council members (except the coordinator) will be selected by the coordinator on a random, rotating basis from a list of volunteers in each category. This list will be updated quarterly and maintained on file by the coordinator.

(3) As each individual is selected to serve, the council coordinator will ascertain whether that person is relatively free of bias in the case. If a prospective member reports a bias or the council coordinator determines that bias exists, the prospective member will be replaced by another person from the volunteer lists prior to the council hearing. At the time of member selection, the council coordinator also will ascertain whether each prospective member can be present at the specified date and time for the hearing. If they cannot be present, another volunteer will be randomly selected.

(4) A quorum of five of the seven council members must be present in order to hold a hearing. All seven members hold equal positions on the council; and each member has an equal vote regarding any recommendations the council shall make. In order to be approved, all actions must be supported by a majority of the council

members in attendance. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-220, filed 5/16/79; Order 22, § 106-120-220, filed 7/29/75.]

WAC 106-120-230 Hearing procedures. (1) The Residence Hall Arbitration Council will meet whenever a case has been referred by the council coordinator, the director or assistant director of Residence Living, or the director of Housing Services. However, before any case is referred to the council, every effort should be made to resolve the concern at the lowest possible level, e.g., between two individuals or within a residence hall.

(2) Any person wishing to bring a case to the Residence Hall Arbitration Council should notify the council coordinator in person and provide a signed statement. At the time of notification:

(a) The reason for filing the case with the council should be stated; and

(b) The names of the person(s) involved should be shared with the council coordinator. The council coordinator will then have five working days from which time the complaint is filed to:

(i) Set a hearing date, time and place;

(ii) Notify the involved person(s) about the complaint and hearing date;

(iii) Select by random methods a set of council members from the volunteer lists; and

(iv) Do any preliminary work for the hearing, e.g., take depositions.

The council coordinator should give the person(s) involved in the case a minimum of three days notice of the hearing date, time, and place.

(3) In informing the person(s) involved in the case, the council coordinator will send a letter:

(a) Stating the nature of the complaint being brought against him/her; and

(b) Unless the person(s) against whom the complaint is filed contacts the council coordinator no less than forty-eight hours prior to the hearing to request a change of time or place not to exceed twelve hours from the previously set time and date, the council will meet at the date, time and place cited in the letter.

If the person(s) against whom the complaint is being filed lives in a residence hall, the staff members in the building will be informed as to the date, time, place and outcome of the council proceedings. Staff members of the involved residence hall(s) may be present at the council meeting.

(4) Prior to the council meeting, the council members will meet among themselves to review their responsibilities and options. When the council meeting commences, the council coordinator will present the details of the case to the other members. The council members then may ask questions of the council coordinator, the person(s) appearing before the council, the person(s) who recorded the complaint or any witnesses. The person filing the complaint shall be present at the hearing. However, the council may elect to hear separately the statements of the person(s) filing the complaint and the person(s) named in the complaint.

(5) Attendance at the Residence Hall Arbitration Council hearings will be limited to:

(a) Members of the council;

(b) The person(s) directly involved in the case, i.e., person(s) filing the complaint, person(s) named in the complaint, and any other interested person(s) that the council shall choose to admit;

(c) Any staff members of the involved residence hall(s) who wish to attend; and

(d) The director or assistant director of Residence Living, the director of Housing Services or their designee(s).

(6) Discussions are to be directed toward:

(a) Discovering the complete nature of the problem;

(b) Determining the course of action that will best meet the needs of the individuals involved and the residence hall community(ies) in which they are living.

All council members and other persons involved in the case should be reminded that the purpose of the council is to seek solutions that assist in the growth and education of individuals living in the residence hall community. Any solution the Residence Hall Arbitration Council shall offer for a situation brought before it should be developed with positive behavior changes as the primary motivating factor.

(7) After all discussions and investigations have been completed, the members of the Residence Hall Arbitration Council will retire to decide upon a course of action in the case. When a decision has been reached the person(s) involved in the case will be informed. The council coordinator then will be responsible for implementing the course of action and/or transmitting the recommendation.

(8) The Residence Hall Arbitration Council has authority to take any of the ensuing actions in a case:

(a) Negotiate a behavioral contract with the person(s) brought before the council. This contract will define the specific obligations the student(s) have to meet, and will be signed by the student(s) and the Residence Hall Arbitration Council coordinator. Fulfillment of the terms will be determined jointly by the council members and the appropriate persons or agencies involved with the case. Upon failure of a student to honor the terms of the behavioral contract, the council members who originally heard the case will reconvene, and make a new decision.

(b) Refer the incident to the Campus Judicial Council.

(c) Refer the matter and make a recommendation available to the appropriate university administrator.

(d) Refer the matter with recommendations back to the residence hall in which it occurred.

(e) Recommend that the person(s) involved be suspended from the university.

(f) Recommend that the person(s) be transferred from one residence hall to another.

(g) Transfer the case to the Campus Police.

(9) If after proper notification procedures have been followed, a person(s) against whom a complaint has been filed fails to attend the Residence Hall Arbitration Council hearing regarding his/her case:

(a) The hearing will proceed as scheduled;

(b) The council members will make a recommendation in the case; and

(c) The person(s) involved will be notified of the nature of that recommendation.

(10) If the council members hearing a case later find that a person(s) has not abided by the negotiated contract, the council then shall recommend and take appropriate action as provided in WAC 106-120-230(8). [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-230, filed 5/16/79; Order 22, § 106-120-230, filed 7/29/75.]

WAC 106-120-240 Disruptions of a council hearing. (1) If, at any time in a council hearing, a person becomes disorderly or disruptive, the council coordinator may remove (or cause to be removed) that person from the hearing room.

(2) A person(s) being disruptive at a council hearing may be subject of a complaint to be brought before the Residence Hall Arbitration Council by the council coordinator. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-240, filed 5/16/79; Order 22, § 106-120-240, filed 7/29/75.]

WAC 106-120-250 Annual review of the residence hall arbitration council. The effectiveness of the Residence Hall Arbitration Council will be reviewed each Spring Quarter by a panel composed of:

(1) Students who served as council members within the academic year being reviewed, i.e., two student residents and two student staff;

(2) Representatives from Residence Hall Council;

(3) Students who appeared before the council to answer complaints; and

(4) Students who appeared before the council to file complaints.

The director and assistant director of Residence Living and the director of Housing Services will meet with the panel to listen to feedback, ask pertinent questions, and review all recommendations that may be made. Any resulting changes or modifications will be written into the Residence Hall Arbitration Council code during the Summer Quarter of each year. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-250, filed 5/16/79; Order 22, § 106-120-250, filed 7/29/75.]

WAC 106-120-700 Demonstrations on campus. Because the rights of free speech and peaceable assembly are fundamental to the democratic process, Central Washington University supports rights of students and other members of the university community to express their views or peacefully protest against actions and opinions with which they disagree. The university also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work; to preserve the dignity and seriousness of the university ceremonies and public exercises; and to respect the private rights of all individuals. The following regulations

are intended to reconcile these objectives: Campus demonstrations may be conducted in areas which are generally available to the public, provided such demonstrations:

(1) Are conducted in an orderly and nondisruptive manner.

(2) Do not interfere with vehicular or pedestrian traffic.

(3) Do not interfere with classes, scheduled meetings and ceremonies, or with other educational processes of the university.

(4) Are not held in a disruptive manner in public areas within university buildings, stadium, or fields where university functions are in progress therein.

(5) Do not continue after the usual closing hours of buildings or facilities.

(6) Are not conducted within the residence and dining halls of the campus. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-700, filed 5/16/79; Order 7, § 106-120-700, filed 8/18/72, effective 9/20/72.]

WAC 106-120-800 Right to form organizations. Student organizations may be established within the university for any lawful purpose. Affiliation of any student organization with lawful off campus groups shall not, in itself, disqualify that organization from enjoying the benefits and privileges which the university affords to student organizations. Organizations shall have the right to keep membership lists confidential and solely for their own use. The name and address of officers or representatives shall be required by the university as a condition of recognition and of university privileges. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-800, filed 5/16/79; Order 7, § 106-120-800, filed 8/18/72, effective 9/20/72.]

WAC 106-120-900 Student government. The ASC constitution establishes the governing bodies for students of the university. Amendments to the constitution require approval by the Board of Trustees. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-900, filed 5/16/79; Order 7, § 106-120-900, filed 8/18/72, effective 9/20/72.]

WAC 106-120-910 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-911 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-912 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-913 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-914 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-915 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-916 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-917 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-918 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-919 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-920 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-921 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-922 Repealed. See Disposition Table at beginning of this chapter.

WAC 106-120-923 Repealed. See Disposition Table at beginning of this chapter.

Chapter 106-124 WAC

GENERAL CONDUCT--RIGHTS AND RESPONSIBILITIES OF COLLEGE COMMUNITY MEMBERS

WAC

- 106-124-010 Financial obligations of students.
106-124-011 Financial obligations of students—Appeal procedure.

WAC 106-124-010 Financial obligations of students. Admission to or registration with the university, conferring of degrees and issuance of academic transcripts or grade reports may be withheld for failure to meet financial obligations to the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-124-010, filed 10/4/78; Order 4, § 106-124-010, filed 6/16/72, effective 7/20/72.]

WAC 106-124-011 Financial obligations of students—Appeal procedure. Every student has the right to appeal an assessment by the university of a fee, fine, charge, debt, or other financial obligation by filing a written petition with the appropriate dean or nonacademic area director stating the student's reasons for challenging the validity of the assessed obligation. The written petition must be filed not more than thirty days after the notice of assessment was sent to the student. The dean or director, or his designee, shall review the university's decision to assess the fee, fine, charge, debt, or other financial obligation in light of the student's petition appealing the assessment and shall render a decision thereon which shall be final. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-124-011, filed 5/16/79; 78-10-106 (Order

41), § 106-124-011, filed 10/4/78; Order 4, § 106-124-011, filed 6/16/72, effective 7/20/72.]

Chapter 106-136 WAC

USE OF COLLEGE FACILITIES

WAC

- 106-136-200 Placement service—Employers recruiting on campus.
106-136-201 Placement service—Eligibility to register for placement service.
106-136-202 Placement service—Placement file.
106-136-205 Placement service—Job notification.
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106-136-643 Scheduling responsibilities, requirements, priorities and procedure—Requirements for scheduling.
106-136-644 Scheduling responsibilities, requirements, priorities and procedure—Limitations on use of facilities.
106-136-645 Scheduling responsibilities, requirements, priorities and procedure—Requirements for execution of contract and contents.
106-136-650 Entertainment responsibilities.
106-136-660 Authority of athletic director to administer athletic events.
106-136-670 Authority of dean of student development to administer recreation program.
106-136-680 Authority of academic departments to administer their sponsored public events.
106-136-910 Use of computer facilities by students, faculty and staff.

- 106-136-911 Use of computer facilities by students, faculty and staff—Instructional requirements.
 106-136-920 Type of use permitted.

WAC 106-136-200 Placement service—Employers recruiting on campus. All arrangements for campus recruiting shall be coordinated by the Placement Service and are subject to the following conditions:

(1) Any bona fide employer offering to recruit and hire personnel for his own organization shall be eligible to recruit on campus, provided that all employers must comply with Federal and state laws against discrimination.

(2) Representatives from college or university graduate schools may recruit on campus.

(3) No commercial or state employment agency shall be allowed to solicit student or alumni applications on campus.

(4) All interviewing arranged by the Placement Office shall be conducted in offices provided for this purpose and not in hallways or other public areas and subject to the following:

(a) Recruiters for school districts, business and industrial firms, and government agencies shall be assigned individual rooms and students sign on pre-arranged interview schedules.

(b) Recruiters for the military, Peace Corps and Vista are assigned individual rooms and students may be interviewed on a "drop-in" basis.

(c) All company literature and brochures shall be displayed within the interviewing room and placement office literature racks.

(d) Poster boards and signs related to campus interviews may be posted on bulletin boards or other designated areas upon approval of the placement office. (In accordance with departmental or building policy.)

(5) All prospective employers shall be free to present their points of view, and all students shall be free to determine whether they desire to listen to their presentations.

(6) Arranging for the appearance of a prospective employer on the Central Washington University campus is not an endorsement of the employer, or his organization's policies, by the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-200, filed 5/16/79; Order 4, § 106-136-200, filed 6/16/72, effective 7/20/72.]

WAC 106-136-201 Placement service—Eligibility to register for placement service. The following individuals may register for placement service:

(1) CWU students of senior standing.

(2) Graduate or 5th year students who received their baccalaureate degrees from CWU.

(3) Alumni who have completed fifteen quarter hours in residence at CWU.

(4) Graduates from other colleges or universities who have completed fifteen quarter hours of work in residence at CWU.

(5) Graduates from other colleges or universities who haven't completed fifteen quarter hours in residence may

use the services of the placement office if a reciprocity agreement is established.

(6) The general services that may be available to all CWU students and alumni are as follows:

(a) Career planning and development.

(b) Employment information relevant to their academic interests.

(c) Career information center.

(d) Summer jobs related to career positions. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-201, filed 5/16/79; Order 4, § 106-136-201, filed 6/16/72, effective 7/20/72.]

WAC 106-136-202 Placement service—Placement file. Each individual's placement file shall be completed in the following manner:

(1) Registration forms shall be typed by candidate; and

(2) It shall be the responsibility of the candidate to deliver or send the recommendation forms to the persons from whom he desires statements; and

(3) A minimum of two recommendations must be in the candidate's file before it can be sent to prospective employers.

(4) One of these recommendations shall be written by a CWU faculty member or administrator.

(5) A personal or small group interview with a placement officer shall be a part of registration, provided that this provision may be waived for alumni and seniors who do not register until after they graduate and leave campus.

(6) Registration shall be *completed* by the candidate before requesting file to be sent to prospective employers.

(7) Incomplete files or portions of files shall not be released. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-202, filed 5/16/79; Order 4, § 106-136-202, filed 6/16/72, effective 7/20/72.]

WAC 106-136-205 Placement service—Job notification. Direct notification of positions listed with the placement office shall be available only to:

(1) Registered seniors who have graduated during the current placement year and have left Ellensburg.

(2) Registered seniors doing individual field study or practicums away from Ellensburg.

(3) Seniors at student teaching centers are notified through university supervisors.

(4) Registered alumni who have updated and activated their placement files.

(5) Graduates of other colleges or universities who have established reciprocity. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-205, filed 5/16/79; Order 26, § 106-136-205, filed 8/1/75; Order 4, § 106-136-205, filed 6/16/72, effective 7/20/72.]

WAC 106-136-206 Placement service—Reciprocal service. Requests from CWU candidates for service from

another institution must be by the placement director. Candidate's file must be updated and active. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-206, filed 5/16/79; Order 4, § 106-136-206, filed 6/16/72, effective 7/20/72.]

WAC 106-136-207 Placement service—Confidentiality. All student records on file at Central Washington University shall be the property of the university including, but not limited to, the following information:

(1) Recommendations from teachers, former employers, and others acquainted with the student or former student.

(2) Reports on student teaching, internship, and other special professional laboratory experiences.

(3) Personal data concerning the student or former student.

(4) Special reports from various offices concerning individuals for whom placement credentials are on file.

(5) Other pertinent information.

Placement files are subject to the following terms and conditions:

(1) After November 21, 1974, any senior or alumni who establishes a new file, or updates his present placement file, shall be accorded the option to have his/her placement file be open for his/her review, or be confidential. Such option shall be exercised in writing on the form provided for this purpose.

Option for an "open" file:

(a) Recommendation forms will be provided stating to the writer that his/her statement is subject to candidate's review.

(b) Recommendation will be subject to review by the candidate at the Career Planning & Placement Center with a placement officer.

(c) Candidates are responsible for acquiring copies of "open" recommendations from the writer. Copies of recommendations will not be duplicated and given to candidates by the Career Planning and Placement Center. An exception to this policy may be allowed if a hardship case is established. In an accepted hardship case, the candidate must request that the writer send us written instructions to provide the candidate with a copy of the recommendation. A minimum of one dollar service fee will be charged for each request.

(d) Candidates who have established a file before November 21, 1974, and sign the option to have an open file, may include former confidential statements in their open file.

(e) Candidates who start a placement file after November 21, 1974, and sign the option to have an open file, may not add confidential statements to their open file.

Option for a "confidential" file:

(a) The individual must sign a waiver of right to review recommendations.

(b) The individual may not review confidential materials in his placement file.

(c) Recommendation forms will be provided stating to the writer that his/her statement will be confidential.

(2) All recommendations written before November 21, 1974, will continue to be confidential and may not be reviewed by the candidate.

(3) All placement files—**Confidential and Open, Subject to Review by Candidate**—are to be handled as confidential material and are not to be shown to candidate under any circumstances by employers or graduate schools.

(4) All placement files—**Confidential and Open, Subject to Review by Candidate**—are to be handled as confidential files and are not to become a part of the employer's personnel files that are established on their employees.

(5) Any state with laws prohibiting handling placement files in a confidential manner so that the candidate's rights of privacy are protected are to return the file to the Career Planning and Placement Center. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-207, filed 5/16/79; Order 26, § 106-136-207, filed 8/1/75; Order 4, § 106-136-207, filed 6/16/72, effective 7/20/72.]

WAC 106-136-208 Placement service—Releasing of information. Placement credentials and other information on file may be released according to the following guidelines:

(1) Credential files shall be made available to prospective employers, properly identified, upon the request of the student (or former student).

(2) The credential file for an individual can also be mailed to another recognized college placement office or graduate school at the request of the individual.

(3) At no time shall credentials be mailed to a commercial agency or to state employment agencies.

(4) Information submitted by applicants on placement service forms is considered as confidential and shall not be released without the applicant's consent.

(5) If the applicant desires, he may request that the file be presented to employers only upon the applicant's written permission.

(6) Candidates' files will be made available to CWU department chairmen or other university administrators for the purpose of granting assistantships or hiring purposes. For other purposes Central faculty members or administrators may only review what they have written about the candidate.

(7) Recommendations may be removed from candidate's file by written request of the author, or by written request of the candidate without evaluation. This does not include the college student teaching evaluation. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-208, filed 5/16/79; Order 4, § 106-136-208, filed 6/16/72, effective 7/20/72.]

WAC 106-136-209 Fee policy. The Board of Trustees shall establish fees which shall be based upon the placement year, October 1 to September 30, and shall be used to establish or bring a file up to date, assign it to a placement officer for service, and make it readily available for office use or mailing to prospective employers.

The fee also includes duplicating and sending credentials to prospective employers. Mailing list service is covered by a separate fee. The types of fees and conditions for fees are as follows:

(1) Graduates from other colleges or universities which establish reciprocity shall be charged a fee for one placement year.

(2) Placement services are provided for a fee (included with graduation fees—see university catalog) to all undergraduates, who complete their baccalaureate degree at CWU, for the placement year in which they receive their degrees. Up to ten copies of the candidate's placement file will be furnished with the initial registration. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(3) Graduate students from CWU, who continue their studies immediately beyond the Bachelor's degree, will be granted placement services at the culmination of their work. Up to ten sets of credentials will be furnished without charge. Thereafter during the same placement year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(4) Alumni, two year technical vocational CWU students, graduate students who have not completed their studies immediately beyond the Bachelor's Degree, and graduate students who did not receive their undergraduate training at CWU are subject to a registration or renewal fee. This fee will enable the candidates to have sent to bona fide employers, up to five copies of their credentials within the placement year. Thereafter during the same year, there will be a charge at the beginning of each additional group of five sets of credentials mailed or picked up by prospective employers.

(5) Alumni Mailing List Fee. This fee enables the candidate to receive notification of job opportunities. Vacancies are listed by level:

- (a) Elementary,
- (b) Secondary,
- (c) School administration,
- (d) College, and
- (e) Government/business.

Candidates are charged for each level of listings desired.

(6) Checks shall be made payable to the Career Planning and Placement Center and shall be paid before the file is activated. The annual fee entitles the registrant to placement assistance during the placement year ending September 30.

(7) The Board of Trustees shall establish the fee categories and dollar amounts, and the Career Planning and Placement Center shall publish notice of such fees. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-209, filed 5/16/79; Order 26, § 106-136-209, filed 8/1/75; Order 4, § 106-136-209, filed 6/16/72, effective 7/20/72.]

WAC 106-136-300 KCAT-AM radio station--Advertising rates. Whenever possible, the advertising rates

of KCAT-AM shall be in accordance with the standards set by the Intercollegiate Broadcasting System. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-300, filed 5/16/79; Order 4, § 106-136-300, filed 6/16/72, effective 7/20/72.]

SCHEDULING OFFICE

WAC 106-136-400 Scheduling office--Duties of the scheduling coordinator. (1) The Scheduling Center is responsible for coordinating all arrangements relative to meetings, conferences, workshops, social functions and other events involving the use of campus facilities. The Central Washington University Master Activity Calendar is also maintained in this office. Advance scheduling as far ahead as a full year is strongly recommended.

(2) Any organization, club or individual with an outstanding balance in the Scheduling Center will not be allowed to schedule until *all* bills are paid.

(3) In planning various group functions, requests for the following items should be directed to the Scheduling Center:

(a) Ticket Sale Table—advance reservation is needed for a space assignment, tables and chairs.

(b) Name tags—pressure-sensitive or plastic badges with Central Washington University imprints are available at cost.

(c) Campus Maps.

(d) Special arrangement of furniture, podiums, and other equipment; construction of special platforms.

(e) Audio-visual equipment such as movie projectors, tape recorders, public address systems, etc.

(4) Any division or university organization, listed on the university register, may obtain use of university facilities by filing with the Scheduling Center a request for the use of university facilities at least seven days before the event; provided, however, the time requirement shall be waived whenever reasonable cause is shown.

(5) Scheduling requests shall include the following information:

(a) The name of the organization or organizations sponsoring the program.

(b) The name of the speaker and the general topic of address and/or program (note entertainment exception).

(c) The number of persons expected to attend.

(d) Any special facilities or equipment required for the presentation of the program.

(e) The organization's preferences, if any, for specific facilities.

(6) Upon receiving such information the Scheduling Center shall within 48 hours assign in writing an appropriate room or space for the meeting and shall assist the sponsoring organization or organizations in arranging for the special equipment that may be required. In assigning space the scheduling Center shall consider the size of the facility required, other events scheduled by prior request, and the preferences of the requesting organization, unless the Scheduling Center deems the requested facilities to be inappropriate for the proposed use, or otherwise unavailable. The Scheduling Center

shall not be limited to space in the Samuelson Union Building, but shall consider all facilities, and after consultation with the office authorized to schedule space in the particular facility, may assign any appropriate facility in the university for speakers or programs.

(7) If the sponsoring organization objects to the space or date assigned, it may appeal the Scheduling Center decision to the dean of student development, who shall render a decision within five business days.

(8) SUB "Pit" (the central stairwell lounge area) may be scheduled with the approval of the assistant director of the SUB.

(9) Academic divisions or departments, when sponsoring a speaker or other special event as a part of that department's or division's program may schedule the event in the facilities regularly assigned to that department or division without consent of the Scheduling Center; provided, however, that the department or division head shall advise the Scheduling Center of the name of the speaker, the general topic of the address and the time and place of the program at least five days before the presentation of the program, or, if such advance notice is not feasible, as long a time as possible before the presentation.

(10) Individual students, faculty members, and staff may form ad hoc organizations for the express purpose of inviting a particular speaker or program to address them and others on a specific occasion by filing with the Scheduling Center a statement of intention and sponsorship. The statement of intention and sponsorship shall be signed by at least three students, faculty members, or staff members and shall state the name of the speaker, the subject of his talk, and the purpose of the sponsors in inviting him. The statement shall also contain a certificate signed by the three sponsors stating that they are acting as individuals and not on behalf of any division or organization. The statement of intention and sponsorship shall be accompanied, when required, by payment in advance of the fee for use of the facility. Each signator is individually liable for any damages, costs, or charges incurred as a result of the scheduled event. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-400, filed 5/16/79; Order 8, § 106-136-400, filed 9/7/72.]

WAC 106-136-410 Use of facilities for campaign purposes. No political candidate or group supporting specific candidates for political office, or persons or groups campaigning for specific political issues, or political candidates can use university space or facilities free of charge, such as the campus newspaper, campus radio or TV station, or receive university support for those political activities. Furthermore, no university equipment, including duplicating machines, computers, telephones, mailing services or supplies may be used free of charge for political or other nonuniversity purposes. (See WAC 106-140-160) [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-410, filed 5/16/79; Order 8, § 106-136-410, filed 9/7/72.]

WAC 106-136-411 Use of facilities for campaign purposes--Requirements. The purpose of Central Washington University is to provide a liberal education in a number of academic fields; it has been established for public benefit rather than for the benefit of any private endeavors. Consequently, private organizations composed solely of students, faculty members, and staff members of Central Washington University, and others may use university facilities and services for political and other community-oriented activities, subject to applicable scheduled rental charges and university rules, regulations and procedures. Conditions for all such use include, in addition to previously mentioned rental charges, reimbursement for the use of telephones and other utilities or services, maintenance and security, campus mail services, postage, vehicles, computer time and other incidental costs. In no case may university facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Rules, regulations, policies, procedures and practices regarding the use of university facilities shall not discriminate or promote discrimination among political parties or groups solely on the basis of their particular political viewpoint. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-411, filed 5/16/79; Order 8, § 106-136-411, filed 9/7/72.]

WAC 106-136-501 Facilities scheduling and use policy. The provisions of WAC 106-136-501 through 106-136-599 shall constitute the Facilities Scheduling and Use Policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-501, filed 5/16/79; Order 12, § 106-136-501, filed 4/11/73.]

WAC 106-136-510 Definitions. (1) "Academic Facilities" shall mean all university owned and/or operated facilities and realty located within the main campus area which are primarily used for classwork and classroom instruction, including all athletic and intramural facilities.

(2) "Accredited Classes" shall mean those classes offered for credit by Central Washington University. They include but are not limited to:

(a) Course offerings which appear in current class schedule booklets, or

(b) Workshops, or

(c) Credit and noncredit courses offered through the division of Continuing Education.

(3) "University Organizations" shall mean and include only those organizations defined in WAC 106-124-105(1), (3), and (4).

(4) "Laboratories" are rooms with special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Such rooms include class laboratories, special class laboratories, individual study laboratories, and nonclass laboratories as defined in the Higher Education Facilities Inventory and Classification Manual.

(5) "Limited Housing and Dining Hall Facilities" shall mean only certain specified lounges, studies, meeting rooms, and dining rooms within university operated student residences and dining halls.

(6) "Nonuniversity Organizations" for purposes of WAC 106-136-501 through 106-136-599 shall mean and include those organizations defined in WAC 106-124-105(2), private entities and other individuals, associations and corporations not directly associated with Central Washington University.

(7) "Scheduling Coordinator" shall mean the individual responsible for implementing the Facilities Scheduling and Use Policy: *Provided*, That only the associate dean for Student Union and Activities or his designee shall be the scheduling coordinator for SUB facilities.

(8) "SUB Facilities" shall mean the certain specified Samuelson Union Building rooms and patios immediately adjacent thereto, excluding the University Bookstore. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-510, filed 5/16/79; Order 12, § 106-136-510, filed 4/11/73.]

WAC 106-136-520 Available space. The university property available for scheduling and use in accordance with the provisions of this policy shall be limited to:

(1) Classrooms (lecture and seminar) and certain specified conference rooms within academic facilities;

(2) SUB facilities; and

(3) Limited housing and dining hall facilities, except that such facilities are only made available through the director of Auxiliary Services or his designee as provided in chapter 106-156 WAC.

Assignment of space shall be at the sole discretion of the scheduling coordinator. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-520, filed 5/16/79; Order 12, § 106-136-520, filed 4/11/73.]

WAC 106-136-521 Available space--Listing of space or premises available for leasing or renting. All university space or premises available for leasing or renting under the authority of the Facilities Scheduling and Use Policy shall be listed in the scheduling coordinator's office, together with the corresponding lease fee or rental rate. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-521, filed 5/16/79; Order 12, § 106-136-521, filed 4/11/73.]

WAC 106-136-522 Available space--Priority for use. Scheduling of academic facilities space shall be on a first in time of application basis: *Provided*, That where a lease has not been executed, university organizations shall have priority over nonuniversity organizations: *And provided further*, That the academic needs of the institution shall have first priority where a lease has not been executed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-522, filed 5/16/79; Order 12, § 106-136-522, filed 4/11/73.]

WAC 106-136-523 Available space--Classrooms. Classrooms may be made available for scheduling and use between the hours of 7:00 a.m. and 10:00 p.m. when not in use by accredited classes: *Provided*, The university has sufficient personnel available. The guidelines for scheduling accredited classes into classrooms are defined in the Policies and Procedures Manual. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-523, filed 5/16/79; Order 12, § 106-136-523, filed 4/11/73.]

WAC 106-136-524 Available space--Lease requirement. All nonuniversity persons and organizations desiring to use space in accordance with this Facilities Scheduling and Use Policy shall execute a lease with the scheduling coordinator for temporary or short-term use of university space. The lease may include a description of the premises or space leased, the rental rate, the names of the individuals responsible for the debts of the lessee, the nature and purpose of the intended use, time of use, number of people expected, price of admission, if any, amount of deposit, if any, food service charges, special use or set up charges, statement of responsibility for damages, verification of insurance coverage and other pertinent information, including but not limited to, a statement that the lessee agrees to adhere to and abide by all rules and regulations of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-524, filed 5/16/79; Order 12, § 106-136-524, filed 4/11/73.]

WAC 106-136-525 Available space--Leasing fee or rental rate. The leasing fee or rental rate for use of university space available in accordance with the Facilities Scheduling and Use Policy shall be available in the office of the university scheduling coordinator. Lease fees or rental rates may be different for university organizations than for nonuniversity organizations, and for usage which involves fund raising either through solicitation of donations or by admission charge. The lease fee or rental rate shall be established by the vice president for business and financial affairs. The university reserves the right to change the rates without notice: *Provided*, That such changes shall also be available in the office of the scheduling coordinator. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-525, filed 5/16/79; Order 12, § 106-136-525, filed 4/11/73.]

WAC 106-136-526 Available space--Scheduling deadlines. All applications for the leasing or rental of space shall be submitted in writing, together with a written food service guarantee, if any, not less than ten calendar days in advance of the date requested and a lease or rental agreement shall be executed not less than ten calendar days prior to the date requested. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-526, filed 5/16/79; Order 12, § 106-136-526, filed 4/11/73.]

WAC 106-136-527 Available space--Prohibition. University organizations or members of the staff, faculty, students or administration of Central Washington University shall not be permitted to assume co-sponsorship for another group or individual in order to favorably affect scheduling priority or to reduce the costs otherwise chargeable to such other group or individual. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-527, filed 5/16/79; Order 12, § 106-136-527, filed 4/11/73.]

WAC 106-136-528 Available space--Limitations. University facilities available to nonuniversity organizations through the Scheduling Office may be used for religious worship, training, instruction, or prayer meetings when available and at full rental charge rates: *Provided*, That such facilities may not be scheduled, leased, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of the aforementioned religious usage of university facilities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-528, filed 5/16/79; Order 12, § 106-136-528, filed 4/11/73.]

WAC 106-136-529 Available space--Authority of scheduling coordinator. The scheduling coordinator of Central Washington University may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with university rules, upon any organization as a condition precedent to the scheduling, leasing or renting of university facilities under the provisions of WAC 106-136-501 through 106-136-599. The scheduling coordinator may in his or her discretion make exceptions to the provisions of WAC 106-136-501 through 106-136-599 where extraordinary circumstances exist. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-529, filed 5/16/79; Order 12, § 106-136-529, filed 4/11/73.]

WAC 106-136-590 Resolution of conflicts with other university policies. The provisions of the Entertainment Policy, WAC 106-36-800 through 106-36-880, the provisions of the Speaker Policy, WAC 106-136-400 through 106-136-411, the provisions of the university Housing and Dining Hall Services Policy, WAC 106-156-010 through 106-156-082 and the provisions of the Human Rights Policy, WAC 106-72-010 through 106-72-270, shall prevail over the provisions of the Facilities Scheduling and Use Policy wherever any conflicts arise. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-590, filed 5/16/79; Order 13, § 106-136-590, filed 5/4/73; Order 12, § 106-136-590, filed 4/11/73.]

WAC 106-136-591 Resolution of conflicts with other university policies--Commercial enterprise. Whenever the purpose of the organization in leasing or renting university facilities is to conduct a commercial enterprise

other than the presentation of entertainment, the provisions of WAC 106-140-001 through 106-140-099 shall apply. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-591, filed 5/16/79; Order 12, § 106-136-591, filed 4/11/73.]

WAC 106-136-600 Entertainment policy. The provisions of WAC 106-136-600 through 106-136-680 shall constitute the entertainment policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-600, filed 10/4/78; Order 17, § 106-136-600, filed 7/2/74.]

WAC 106-136-601 Entertainment defined. "Entertainment" wherever used in WAC 106-136-600 through 106-136-680 shall be defined as follows: "Any performance, dance, concert, attraction, fund-raising event or other event presented on campus which shall require the use of Central Washington University facilities and is sponsored by either the Associated Students of Central, an officially recognized student organization, or private entity." [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-601, filed 5/16/79; 78-10-106 (Order 41), § 106-136-601, filed 10/4/78; Order 17, § 106-136-601, filed 7/2/74.]

WAC 106-136-605 Approval of entertainment required. All entertainment, except those offered through the administering of WAC 106-136-660, 106-136-670, and 106-136-680, to be presented on the Central Washington University campus must have the signed approval of the dean of student development or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-605, filed 10/4/78; Order 17, § 106-136-605, filed 7/2/74.]

WAC 106-136-620 Responsibilities of the associated students of central. The Associated Students of Central shall provide crowd control personnel for all entertainment that the Associated Students of Central sponsor. The Associated Students of Central may be required to assume financial responsibility and liability for any claims that may arise against the university for damage or injuries occurring as a result of an entertainment event sponsored by them. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-620, filed 5/16/79; 78-10-106 (Order 41), § 106-136-620, filed 10/4/78; Order 17, § 106-136-620, filed 7/2/74.]

WAC 106-136-625 Prohibited activities at entertainment presentation. The following activities shall be prohibited at any presentation of entertainment: Smoking, drinking, usage of drugs, any act which is destructive in nature, behavior infringing upon the dignity, well-being or the rights of another individual, as well as all other acts prohibited by institutional policy, state and federal law. [Statutory Authority: RCW 28B.19.050 and

28B.40.120. 79-06-046 (Order 43), § 106-136-625, filed 5/16/79; Order 17, § 106-136-625, filed 7/2/74.]

WAC 106-136-630 Obligations of officially recognized student organizations and private entities. All officially recognized student organizations and private entities presenting entertainment as determined and approved by dean of student development or his designee are subject to the provisions of WAC 106-136-600 through 106-136-680 and shall be subject to the same regulations concerning responsibilities and liabilities as set forth in WAC 106-136-620 and 106-136-625. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-630, filed 5/16/79; 78-10-106 (Order 41), § 106-136-630, filed 10/4/78; Order 17, § 106-136-630, filed 7/2/74.]

WAC 106-136-631 Obligations of officially recognized student organizations [and private entities]—Deposit of rental fee. All recognized student organizations and private entities may be required to deposit, in advance, with the university scheduling office in cash, certified check or money order only, the rental fee for the facilities to include set-up and clean-up charges. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-631, filed 10/4/78; Order 17, § 106-136-631, filed 7/2/74.]

WAC 106-136-632 Obligations of officially recognized student organizations [and private entities]—Damages bond. All organizations as defined in WAC 106-124-105(2) and private entities may be required to furnish Central Washington University with a certificate of insurance or other satisfactory proof that such organization or private entity has purchased reasonable broad form insurance coverage (e.g., \$1,000,000 liability coverage and \$250,000 property damage coverage for use of Nicholson Pavilion) for the entertainment event presented by such organization or private entity, of which Central Washington University is the sole beneficiary. The following shall be required of all organizations and private entities presenting entertainment:

(1) Each organization or private entity shall provide the scheduling office with a complete list of all the officers, agents and representatives of the organization, including full names, local addresses and permanent addresses of each.

(2) Each organization or private entity shall be responsible for the admissions, attendance and crowd control in the university facilities during the time reserved for their organization.

(3) Each organization or private entity assumes responsibility for all violations of campus regulations and policies, state law, and federal law which occur in connection with the use of the facilities and shall hold the university harmless from any claims or liability for any act or failure to act on the part of the organization. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-632, filed 10/4/78; Order 17, § 106-136-632, filed 7/2/74.]

WAC 106-136-640 Scheduling responsibilities, requirements, priorities and procedure. Consistent with the scheduling policy, the dean of student development or his designee will be responsible for securing a facility and a date subject to calendar approval by the scheduling office. If the Pavilion, McConnell, Hertz or Hebler are the facilities being requested, approval will have to be sought from the appropriate department chairpersons through the scheduling office. The priority of the above-mentioned facilities is first in terms of class space, second for university sponsored events and third for entertainment sponsored by or recognized by the dean of student development or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-640, filed 10/4/78; Order 17, § 106-136-640, filed 7/2/74.]

WAC 106-136-641 Scheduling responsibilities, requirements, priorities and procedure—Procedure for request. Initial requests for a scheduling date and approval of an entertainment event and the use of a campus facility for that event shall be made through the scheduling office twenty business days prior to the date requested (not including the day of the event) before the contract will be executed on the part of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-641, filed 10/4/78; Order 17, § 106-136-641, filed 7/2/74.]

WAC 106-136-642 Scheduling responsibilities, requirements, priorities and procedure—Prohibition of assignments. The privilege to use campus facilities for entertainment is subject to the provisions of WAC 106-136-600 through 106-136-680 and may not be assigned; if any assignment is made, the university reserves the right to cancel the scheduling of the assigned entertainment event. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-642, filed 10/4/78; Order 17, § 106-136-642, filed 7/2/74.]

WAC 106-136-643 Scheduling responsibilities, requirements, priorities and procedure—Requirements for scheduling. No facility will be scheduled for use by recognized student organizations or private entities until a duly authorized representative of that organization has:

(1) Signed a contract for the use of the facility;

(2) paid the rental fee for the use of that facility, if required in advance;

(3) furnished satisfactory proof of the acquisition of the insurance coverage required by this policy, ten business days prior to the date requested. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-643, filed 5/16/79; 78-10-106 (Order 41), § 106-136-643, filed 10/4/78; Order 17, § 106-136-643, filed 7/2/74.]

WAC 106-136-644 Scheduling responsibilities, requirements, priorities and procedure—Limitations on use of facilities. (1) Facilities for presentation of entertainment by organizations as defined in WAC 106-124-105(2) may not be scheduled, rented, or used on any

regular series basis, daily, weekly, monthly, or in any manner that establishes a consistent pattern of usage or commitment of campus facilities.

(2) The dean of student development or his designee may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with campus rules, upon any organization or private entity as a condition precedent to the presentation of entertainment. The dean of student development or his designee may use whatever discretion necessary in making exceptions to the provisions of WAC 106-136-600 through 106-136-680 where extraordinary circumstances exist. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-644, filed 5/16/79; 78-10-106 (Order 41), § 106-136-644, filed 10/4/78; Order 17, § 106-136-644, filed 7/2/74.]

WAC 106-136-645 Scheduling responsibilities, requirements, priorities and procedure--Requirements for execution of contract and contents. At such time as the requirements of WAC 106-136-600 through 106-136-680 are fulfilled, a contract may be executed with the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-645, filed 10/4/78; Order 17, § 106-136-645, filed 7/2/74.]

WAC 106-136-650 Entertainment responsibilities. The dean of student development or his designee shall coordinate and administer the provisions of WAC 106-136-600 through 106-136-680, process forms, and advise the scheduling office on situations where special conditions should be imposed or exceptions to the provisions of WAC 106-136-600 through 106-136-680 should be made. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-650, filed 10/4/78; Order 17, § 106-136-650, filed 7/2/74.]

WAC 106-136-660 Authority of athletic director to administer athletic events. The athletic director of Central Washington University shall establish reasonable admission fees, rules and regulations regarding attendance and crowd control at athletic events at Central. Advance notice of such admission fees, rules and regulations regarding attendance and crowd control at athletic events at Central Washington University will be provided to interested parties, whenever possible, by the athletic director. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-136-660, filed 10/4/78; Order 17, § 106-136-660, filed 7/2/74.]

WAC 106-136-670 Authority of dean of student development to administer recreation program. The dean of student development or his designee may establish reasonable admission charges, schedules, rules and regulations regarding uses, attendance and crowd control at Nicholson Pavilion and Pool, and admission charges will be assessed for university employees and their immediate families during such periods. Advance notice of such

charges, schedules, rules and regulations shall be provided to interested parties, whenever possible, by the dean of student development or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-670, filed 5/16/79; 78-10-106 (Order 41), § 106-136-670, filed 10/4/78; Order 17, § 106-136-670, filed 7/2/74.]

WAC 106-136-680 Authority of academic departments to administer their sponsored public events. Following approval by the appropriate dean, academic departments may establish reasonable admission fees, rules and regulations regarding attendance and crowd control for public events which they sponsor. Such admission charges may be assessed for university staff, faculty, student body, and the general public. However, when Central Washington University student fees are allocated for the direct support of an academically related public event, Central Washington University students shall normally be provided a reduced student admission charge for such event. Advance notice of such admission fees, rules and regulations shall be provided to interested parties as soon as possible after their adoption, by the respective academic departments. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-680, filed 5/16/79; 78-10-106 (Order 41), § 106-136-680, filed 10/4/78; Order 17, § 106-136-680, filed 7/2/74.]

WAC 106-136-910 Use of computer facilities by students, faculty and staff. Self-service keypunching and programming room facilities at specified times are only available for faculty and students. These facilities as well as limited assistance and consultation in the areas of computing are available during these same periods. The specified times of availability of these facilities will be determined by the director of Computer Services and posted in a conspicuous location in the Computer Center area. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization for the many areas of the data processing facility to the students, faculty and administration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-910, filed 5/16/79; Order 2, § 106-136-910, filed 1/13/72.]

WAC 106-136-911 Use of computer facilities by students, faculty and staff--Instructional requirements. Adequate instruction and training as determined by the director of Computer Services is mandatory prior to any use of the self-service activities on any computer center facilities. The standards prescribed in the instruction and training program shall be adhered to prior to the center processing any job submitted. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-911, filed 5/16/79; Order 2, § 106-136-911, filed 1/13/72.]

WAC 106-136-920 Type of use permitted. The Computer Center facilities shall be used only for purposes directly related to official state or university activities. No work shall be processed through or by the computer facilities which contributes to the personal gain of any individual, except for the personal gain experienced by students in their normal regularly scheduled classroom educational activities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-136-920, filed 5/16/79; Order 2, § 106-136-920, filed 1/13/72.]

Chapter 106-140 WAC

USE OF COLLEGE FACILITIES--BUSINESS OFFICE

WAC

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WAC 106-140-001 Business enterprises policy. The provisions of WAC 106-140-001 through 106-140-099 shall constitute the business enterprises policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-001, filed 7/11/78; Order 2, § 106-140-001, filed 1/13/72.]

WAC 106-140-010 Business sales. The soliciting, selling, exposing for sale, or offering to sell of any goods, services, articles, wares or merchandise of any nature whatsoever, within the boundaries of Central

Washington University property is prohibited except by written permission of the Board of Trustees, president or his designee: *Provided*, That this section shall not apply to private, personal, noncommercial sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved, or to the soliciting, selling, exposing for sale, or offering to sell of individual books, newspapers, magazines, pamphlets and similar published materials. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-010, filed 7/11/78; Order 2, § 106-140-010, filed 1/13/72.]

WAC 106-140-011 Business sales--Restrictions. Central Washington University property and facilities may not be used for the activities set forth in WAC 106-140-010 unless such activities serve the purposes and needs of the university and are sponsored by a university department, agency, or recognized organizations. Such activities should only be permitted where they complement the services provided by local businesses. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-011, filed 7/11/78; Order 2, § 106-140-011, filed 1/13/72.]

WAC 106-140-020 Advertising--Advertising in recognized student and faculty publications. Advertising in the following listed publications of the university and its recognized student or faculty organizations is permitted within the requirements of journalistic policies, prices, rules and regulations established by each listed publication:

- (1) Campus Crier
- (2) Hyakem
- (3) Student and faculty directory
- (4) Village Review
- (5) KCWS
- (6) Athletic programs

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-020, filed 7/11/78; Order 2, § 106-140-020, filed 1/13/72.]

WAC 106-140-021 Advertising--Advertising on bulletin boards. Advertising in order of priority, by students, university employees and recognized organizations thereof on bulletin boards is approved but shall be subject to regulation by the dean of student development or his designated representative with respect to priority when there is a lack of space, and to the size and duration of the posting. This section applies to bulletin boards located at the following places:

Location	Users
(1) Samuelson Union Building Nature of advertisements: Activities of the sponsoring organizations only.	Student government activities Campus sponsored groups Campus sponsored events
(2) Mitchell Hall Nature of advertisements: Activities of the sponsoring organization only.	Student government activities Campus sponsored groups Campus sponsored events

Location	Users
(3) Bookstore Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations and students.
(4) Any additional ASC bulletin board space which may be provided by the university or by a recognized organization. Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.
(5) Residence Halls Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.

Advertising by other than Central Washington University affiliated or recognized groups is not permitted at any time on university property and will be removed upon discovery. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-021, filed 7/11/78; Order 2, § 106-140-021, filed 1/13/72.]

WAC 106-140-030 Publicity and literature. Use of university bulletin boards and university property for publicity activity and dissemination of literature shall be permitted in the manner set forth in the provisions of WAC 106-140-030 through 106-140-039. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-030, filed 7/11/78; Order 2, § 106-140-030, filed 1/13/72.]

WAC 106-140-031 Publicity and literature--Outdoor signs. These signs may include banners, posters, stick signs, sandwich boards, or other types of signs. Any sign causing destruction of property will be removed upon discovery.

(1) Student activity signs approved by the scheduling center may be placed anywhere on the major walkways or malls immediately adjacent to the Samuelson Union Building.

(2) Stick signs and banners or posters may be posted in the immediate area of Commons and Holmes dining hall entrances. Signs in these areas will be limited to two feet by three feet in size. Pep banners or any other large signs to be posted in the immediate area of Commons or Holmes dining hall entrances must receive specific approval of the scheduling center and the director of food services.

(3) For Central Washington University student election campaigns, other areas such as the west end of Black Hall or the east end of Hertz Hall may be designated by the election committee subject to the approval of the university official responsible for that area.

(4) All signs, banners, and posters on the physical property immediately surrounding dormitories must be approved by the scheduling center and housing manager.

(5) Signs shall not be posted on trees or doors anywhere on campus; any so placed may be removed and destroyed by Central Washington University and Central Washington University may charge the group or individual responsible for such sign placement for the labor required to restore the premises.

(6) Outdoor signs shall be removed within thirty-six hours after an event.

(7) If signs and debris are not removed by the individuals or groups responsible for their erection within thirty-six hours after an event, after warning the individual or group, the university may take steps to remove the debris, litter or material and charge the group or individual responsible for such erection, installation or placement, for the labor required to restore the premises to the original condition. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-031, filed 7/11/78; Order 2, § 106-140-031, filed 1/13/72.]

WAC 106-140-034 Publicity and literature--Free dissemination of literature. Individuals may use campus walkways to disseminate free literature, except commercial advertising; however, such dissemination shall not be permitted to interfere with individuals entering or leaving buildings or with building occupants. This privilege may be revoked if deemed necessary by the university. Dissemination of literature within any buildings, limited or restricted use areas, including the stadium or tennis courts, is prohibited. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-034, filed 7/11/78; Order 2, § 106-140-034, filed 1/13/72.]

WAC 106-140-036 Publicity and literature--Commercial advertising prohibited. University facilities and property shall not be used for commercial advertising by nonuniversity groups or individuals. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-036, filed 7/11/78; Order 2, § 106-140-036, filed 1/13/72.]

WAC 106-140-040 Selling on campus. Selling within the boundaries of Central Washington University property may be permitted in the manner and at the locations as set forth below:

(1) University housing:

(a) The selling of food in vending machines is controlled by and administered through the Office of the Director of Auxiliary Services.

(b) Residents in university housing are allowed to sell or to offer services on commission with a special permit from the director of auxiliary services or his designee. Students may request such a permit for their assigned room or housing unit only since door to door selling is not allowed on campus.

(2) Other campus areas, as follows:

(a) Selling by individual students or by recognized organizations in classroom buildings, administrative buildings or service buildings is not allowed without special permission that must be obtained from the vice president

for business affairs or his designee not less than five business days prior to the date the requested activity is to take place.

(b) The [College] [University] Athletic Committee regulates the selling policy at [College] [University] athletic events. Applications for permission to sell at such events shall be made to the [College] [University] athletic director or his designee.

(c) The [College] [University] Union Board regulates the selling policy by individuals and groups in the Samuelson Union Building. Applications for permission to sell in the Samuelson Union Building shall be made to the Dean of Student Development or his designee through the scheduling center. Off-campus vendors may rent table space in the Union Building for a maximum of two days (five if Ware Fairs are included) per academic quarter. Requests for exceptions to this regulation will be made to the Dean of Student Development or his designee.

(3) Violations of the foregoing on any University property should be reported promptly to the Dean of Student Development. [Statutory Authority: RCW 28B.40.120. 78-02-048 (Order 38), § 106-140-040, filed 1/19/78; Order 2, § 106-140-040, filed 1/13/72.]

Reviser's Note: WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 106-140-050 Soliciting and selling of published materials. The personal, noncommercial soliciting, selling, exposing for sale, or offering to sell by an person or persons, of any books, newspapers, magazines, pamphlets and similar published materials shall be permitted within the boundaries of Central Washington University property, provided that such published materials are not already available for sale at the university, and shall be subject to regulation by the university president or his designee as to the time, place, and manner thereof. Applications for permission to solicit or sell under this policy shall be submitted to the president or his designee twenty-four hours prior to the time such use of the university facilities is desired. The president or his designee shall establish the time, place and manner that such soliciting and selling shall occur within the boundaries of university property. All rules and regulations, orders or directives adopted by the president or his designee pursuant to this section shall be promulgated. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-050, filed 7/11/78; Order 2, § 106-140-050, filed 1/13/72.]

WAC 106-140-053 Soliciting and selling of published materials--Time, place and manner of soliciting and selling of published materials. Activity within the scope of WAC 106-140-050 shall be permitted subject to the following restrictions and limitations:

- (1) 8:00 a.m. - 8:00 p.m. Monday - Friday

Area bounded by the Samuelson Union Building, Wildcat Shop, Walnut Street Mall and 9th Avenue Mall

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic, and which is carried on without shouting, voice amplification or other noise louder than normal conversation, and without deliberate provocation, harrassment or disturbance of persons in the area; or any breach of the peace; and subject to the premises being restored to their original conditions is permitted. A registration permit is required and shall be issued by the scheduling center in the Samuelson Union Building and shall be in open view during the period of activity.

- (2) 8:00 a.m. - 8:00 p.m. Monday - Friday

9th Avenue Mall

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic is permitted. Voice amplification is also permitted providing amplifiers are used in a manner which does not materially and substantially interfere with the normal educational processes and do not collide with the rights of others. In no instance may amplifiers interfere with classes or the ongoing program of Central Washington University, nor shall there be any interference with other concurrently meeting groups. Deliberate provocation, harrassment or disturbance of persons in the area, or any breach of the peace is prohibited. Once the solicitation has ceased, the premises shall be restored to their original condition. A registration permit is required and shall be issued by the scheduling center in the Samuelson Union Building and shall be in open view during the period of activity.

- (3) Additional facilities may be designated by the president or his designee upon specific request.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-053, filed 7/11/78; Order 2, § 106-140-053, filed 1/13/72.]

WAC 106-140-101 Use of university facilities--Business office. The provisions of WAC 106-140-001 through 106-140-999 shall be reserved for policies on use of university facilities under the supervision of the University Business Office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-101, filed 7/11/78; Order 4, § 106-140-101, filed 6/16/72, effective 7/20/72.]

WAC 106-140-110 Telephone services--Long distance calls. Personal long distance calls may not be charged to any university telephone number; any individual doing so shall pay for the cost of the toll charge, plus an additional penalty charge established by the university. Long distance telephone calls may be placed from college telephones by charging the call to a nonuniversity telephone number or to a credit card.

Repeated violations of this section may result in disciplinary action. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-110,

filed 7/11/78; Order 4, § 106-140-110, filed 6/16/72, effective 7/20/72.]

WAC 106-140-111 Telephone services--Requests for repairs. All requests for repair of university telephones are to be made with the university telephone office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-111, filed 7/11/78; Order 4, § 106-140-111, filed 6/16/72, effective 7/20/72.]

WAC 106-140-112 Telephone services--Approval of installations. Telephones may be installed on the Central Washington University campus only with the approval of the director of auxiliary services or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-112, filed 7/11/78; Order 4, § 106-140-112, filed 6/16/72, effective 7/20/72.]

WAC 106-140-113 Telephone services--Right to restrict or modify services. The university reserves the right at any time it deems necessary to restrict or change:

- (1) the telephone services,
- (2) access to controlled long distance networks,
- (3) the hours of having operators on duty,
- (4) the amounts and types of information it will make available to the public through the telephone office. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-113, filed 7/11/78; Order 4, § 106-140-113, filed 6/16/72, effective 7/20/72.]

WAC 106-140-120 Motor pool--university vehicles--University personnel. University vehicles shall be utilized and operated only by university employees, or students of Central Washington University authorized by university officials. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-120, filed 7/11/78; Order 4, § 106-140-120, filed 6/16/72, effective 7/20/72.]

WAC 106-140-140 Business office hours--Cashier. The Central Washington University Business Cashier's Office will be open for business during the hours posted by the university controller or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-140, filed 7/11/78; Order 4, § 106-140-140, filed 6/16/72, effective 7/20/72.]

WAC 106-140-146 Check cashing--cashier's office--Partial return in cash. When payment is made on a university account with a check from a third party and the university is payee, for an amount equal to or less than the amount owed, the university will not return any portion of the check to the holder unless authorization is received from the maker of the check. The university reserves the right at all times to refuse to accept a check. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-146, filed

7/11/78; Order 4, § 106-140-146, filed 6/16/72, effective 7/20/72.]

WAC 106-140-150 University bookstore--Refunds. The university bookstore will give a refund of the purchase price for only required text books for credited classes currently in session at Central Washington University and for defective merchandise, in the following manner:

(1) Refunds shall be made only for the first five days after the beginning of classes; and

(2) Central Washington University Bookstore cash register sales receipt dated not more than seven days from date of sale for the book or books shall be required; and

(3) Books must be in new condition; unmarked and free of damage; and

(4) Central Washington University identification card of current validation shall be required; and

(5) No cash refunds shall be made for books purchased with a credit card; and

(6) Defective merchandise is refundable only if returned within a reasonable time as determined by the university bookstore manager, or his designee, and a Central Washington University Bookstore sales receipt for that item and identification shall be required. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-150, filed 7/11/78; Order 4, § 106-140-150, filed 6/16/72, effective 7/20/72.]

WAC 106-140-151 University bookstore--Used book purchases. The university bookstore shall purchase used books in the following manner:

(1) No more than fifty percent of list price shall be paid for used books; and

(2) Books shall be in saleable condition; and

(3) Overmarked or damaged books shall not be purchased; and

(4) Overstocked books and books not being used again the following quarter or session shall be purchased at market value; and

(5) Central Washington University identification of current validation shall be required. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-151, filed 7/11/78; Order 4, § 106-140-151, filed 6/16/72, effective 7/20/72.]

WAC 106-140-152 University bookstore--Bookstore check cashing policy. The university bookstore shall cash personal checks in the following manner:

(1) Current validated Central Washington University identification shall be required; and

(2) Check shall be customer's own personal check with bank number printed on the check, except that payroll checks will be honored for a limited amount provided current validated Central Washington University identification is presented; and

(3) Check shall be for the amount of purchase, except that a check for cash or over the amount of purchase may be accepted when cash is available, provided that

the bookstore may establish minimum and maximum amount limits at management's discretion; and

(4) Checks shall not be accepted from anyone with a history of writing checks that banks will not honor. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-152, filed 7/11/78; Order 4, § 106-140-152, filed 6/16/72, effective 7/20/72.]

WAC 106-140-153 University bookstore--Methods of purchase. All sales shall be paid by cash, check, or money order at the time of purchase, except under the following conditions:

(1) When arrangement for payment has been made through the university; or

(2) Sales to departments, residence halls, and campus organizations when purchase is made by authorized personnel; or

(3) Sales to holders of accepted credit cards, subject to the requirements and restrictions of the firm issuing the credit card. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-153, filed 7/11/78; Order 4, § 106-140-153, filed 6/16/72, effective 7/20/72.]

WAC 106-140-154 University bookstore--Book orders. The university bookstore may order books and other merchandise for customers when they are not currently available in the store; a deposit or the full purchase price in advance may be required for certain items depending on their nature and their cost; deposits paid for special orders may be subject to forfeiture if the order is cancelled or if the merchandise is not purchased within seven days after receipt of merchandise in the university bookstore unless other arrangements have been approved by the bookstore manager. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-154, filed 7/11/78; Order 4, § 106-140-154, filed 6/16/72, effective 7/20/72.]

WAC 106-140-156 University bookstore--Packages. The public is required to leave all packages, books, supplies, packs, bags, large handbags, etc., outside the university bookstore sales display area, provided that those carried in shall be subject to search prior to leaving the sales display area. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-156, filed 7/11/78; Order 4, § 106-140-156, filed 6/16/72, effective 7/20/72.]

WAC 106-140-157 University bookstore--Animals prohibited. No animals of any kind are allowed in the university bookstore. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-157, filed 7/11/78; Order 4, § 106-140-157, filed 6/16/72, effective 7/20/72.]

WAC 106-140-158 University bookstore--Sales restrictions. Only merchandise or items sold by the university bookstore as a part of its operation may be sold

within the university bookstore premises. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-158, filed 7/11/78; Order 4, § 106-140-158, filed 6/16/72, effective 7/20/72.]

WAC 106-140-159 University bookstore--Hours. The hours that the university bookstore shall be open for business shall be those posted by the bookstore manager or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-159, filed 7/11/78; Order 4, § 106-140-159, filed 6/16/72, effective 7/20/72.]

WAC 106-140-160 Use of university mailing and stationery services. No one may employ university stationery, services (mail, duplicating, equipment, etc.) and supplies for personal use or for organizations not sponsored solely by the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-160, filed 7/11/78; Order 4, § 106-140-160, filed 6/16/72, effective 7/20/72.]

Chapter 106-156 WAC

COLLEGE HOUSING AND DINING HALL SERVICES POLICY

WAC

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WAC 106-156-010 Students required to live in university residence halls. All full time single freshman and

sophomore students of Central Washington University under twenty-one years of age are required to live in university residence hall facilities. Residence hall facilities do not include apartments for single or married students. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-010, filed 7/11/78; Order 27, § 106-156-010, filed 4/22/76; Order 7, § 106-156-010, filed 8/18/72, effective 9/20/72.]

WAC 106-156-012 Students required to live in university residence halls--Definitions. Definitions of exceptions as stated in WAC 106-156-011 shall mean and are defined as follows:

(1) Living with shall mean those whose domiciles are in the place of residence of a parent or relative and will be commuting from such place of residence on a daily basis.

(2) Parents or relatives shall mean a parent, legal guardian, grandparent, brother, sister, aunt, uncle, or first cousin.

(3) Medical reason shall mean a medical problem that shall require a student to live in other than a university residence hall. Written verification of the medical problem and the requirement not to live in a residence hall must be obtained and submitted from a licensed physician or licensed psychologist.

(4) Employment in nonuniversity housing and housing and/or board is part of their overall compensation received shall mean employment for an established place of business or for an established family unit when a landlord/employer requires the student to reside where the work is performed and a substantial portion of the rent and/or room and board is reduced as a part of the overall compensation for the work performed for the landlord/employer at the place of the residence of the student.

(5) Completed six quarters as a full time student shall mean enrollment in and completion of a minimum of ten credit quarter hours of academic work in each of the six quarters. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-012, filed 7/11/78; Order 27, § 106-156-012, filed 4/22/76.]

WAC 106-156-013 Students required to live in university residence halls--Verification and time requirement. Acceptable written verification shall be provided to the university for all exceptions at the time the request for an exception is made.

(1) A currently enrolled student wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file it as required by the director of auxiliary services no later than 5:00 p.m. on the last day of the fifth week of classes in the quarter preceding the quarter the exception is requested for.

(2) A newly admitted or reenrolling student who has not been enrolled as a student at Central the previous quarter wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010

shall reduce such request to writing and file such request in the office of the director of auxiliary services as required by the director of auxiliary services within twenty days after such student's acceptance to the university; however, in no event later than 5:00 p.m. on the day following such student's day of registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-013, filed 7/11/78; Order 27, § 106-156-013, filed 4/22/76.]

WAC 106-156-015 Eligibility for university family housing. Generally eligibility to lease and occupy university family housing is limited to students, full time faculty, and full time staff members of the university. A student is one who maintains a minimum of twelve quarter hours as an undergraduate student or ten quarter hours as a graduate student, exclusive of correspondence courses. Concurrent enrollment of husband and wife to maintain the minimum hours does not fulfill this requirement. This regulation applies to each quarter, with the exception of a tenant living in family housing during spring quarter who wishes to remain as a non-student during the summer. He may do so if he indicates in writing his intention to reenroll fall quarter. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-015, filed 7/11/78; Order 7, § 106-156-015, filed 8/18/72, effective 9/20/72.]

WAC 106-156-016 Eligibility for university family housing--Loss of eligibility grounds for termination of lease. Leases are terminable by the university if the tenant ceases to be a student, as defined in WAC 106-156-015, a full time faculty, or a full time staff member of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-016, filed 7/11/78; Order 7, § 106-156-016, filed 8/18/72, effective 9/20/72.]

WAC 106-156-020 Residence hall and single student applicants responsibilities. The applicant for residence hall or single student apartment accommodations shall acknowledge by signature at the time of application that he has read and does understand the "Terms and Conditions of Residence" and if accepted for admission by Central Washington University agrees to abide by the rules and regulations of Central Washington University, and by the terms and conditions of residence. Applications for residence hall or single student apartment accommodations will be accepted from those who have not yet been officially admitted or employed by Central Washington University, but who have indicated an intent to attend or be employed by the university during the dates listed on the application. Residence hall and single student apartment applications and the contract with its "Terms and Conditions of Residence" may be obtained at the Central Washington University Housing Office. The application for accommodations, together with the required deposit, are to be submitted to the Office of the Housing and Food Service Cashier.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-020, filed 7/11/78; Order 7, § 106-156-020, filed 8/18/72, effective 9/20/72.]

WAC 106-156-022 Residence hall and single student applicants responsibilities--Accommodation assignments--Residence halls and single student apartments. Assignments to all residence halls and single student apartments are determined by the date the deposit is received, the university program for a facility, and according to age, sex, and university status, and according to the following priority for students, faculty and staff:

(1) Students, faculty and staff who lived in the accommodations the previous quarter.

(2) Students, faculty and staff returning to the campus from an off-campus program.

(3) Students, faculty and staff the previous quarter who did not live in the accommodations.

(4) Those who were not students, faculty or staff the previous quarter.

The university reserves the right to change the basis of assignments whenever the director of housing deems necessary.

Contracts are terminable by the university if the tenant ceases to be a student, as defined in WAC 106-156-015, a full time faculty, or a full time staff member of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-022, filed 7/11/78; Order 7, § 106-156-022, filed 8/18/72, effective 9/20/72.]

WAC 106-156-023 Residence hall and single student applicants responsibilities--Housing and food service rates. All occupants of residence halls and single student apartments are required to pay rates that have been established by the Board of Trustees of Central Washington University. Rates for residence halls include room and board. Rates for single student apartments include room only. The published rental room and board rates do not include extra services or charges that may be requested by or assessed to the tenant, as previously established by the director of auxiliary services, or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-023, filed 7/11/78; Order 7, § 106-156-023, filed 8/18/72, effective 9/20/72.]

WAC 106-156-025 Residence hall and single student applicants responsibilities--Extra services. When extra services are provided by the university there will be a previously established charge or a charge based upon the university's cost, for the service that must be paid by the person, persons, or group receiving these services. Items of this nature include, but are not limited to, rental refrigerators, rental of linen, rental of extra furniture, etc. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-025, filed 7/11/78; Order 7, § 106-156-025, filed 8/18/72, effective 9/20/72.]

WAC 106-156-026 Residence hall and single student applicants responsibilities--Nondiscriminatory assignment. Assignment to all university housing facilities are made without reference to race, creed, or color. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-026, filed 7/11/78; Order 7, § 106-156-026, filed 8/18/72, effective 9/20/72.]

WAC 106-156-027 Residence hall and single student applicants responsibilities--Deposit required. When applying for housing accommodations a completed application as well as a deposit must be submitted to the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-027, filed 7/11/78; Order 7, § 106-156-027, filed 8/18/72, effective 9/20/72.]

WAC 106-156-030 Conferences and workshops--Participants. To the extent that facilities are available, Central Washington University will accommodate conferences and workshops for a charge that has been previously established and as agreed to by the university and those acting for the workshop or conference. Participants must abide by Central Washington University's rules and regulations. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-030, filed 7/11/78; Order 7, § 106-156-030, filed 8/18/72, effective 9/20/72.]

WAC 106-156-040 Payment--Third party requirements. When payment on a contract, lease, or rental agreement is made with a check from a third party and the university is payee, for an amount equal to or less than the amount owed, the university will not return any portion of the check to the tenant unless authorization is received from the writer of the check. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-040, filed 7/11/78; Order 7, § 106-156-040, filed 8/18/72, effective 9/20/72.]

WAC 106-156-051 Use of housing facilities--Bicycles and motorcycles. Motorbikes may not be stored or kept inside university housing facilities, entry-ways, or passage-ways. Bicycles may not be stored or kept in entry-ways or passage-ways or other places designated by the director of housing services, or his designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-051, filed 7/11/78; Order 7, § 106-156-051, filed 8/18/72, effective 9/20/72.]

WAC 106-156-052 Use of housing facilities--Laundry facilities. Locks have been installed on the laundry rooms in university housing facilities, the apartment or room key will unlock these facilities. Doors must be kept locked to enable only the residents of university-owned housing to use the washers, dryers, and other laundry equipment, as this equipment is located within the facilities for the use of the occupants only. All residents are required to present identification to any

housing employee at any time requested. Those who are not residents and who use laundry equipment and facilities and those residents who allow other than occupants to use laundry equipment and facilities are subject to a previously established charge. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-052, filed 7/11/78; Order 7, § 106-156-052, filed 8/18/72, effective 9/20/72.]

WAC 106-156-053 Use of housing facilities--Room inspection. (1) The university reserves the right to have authorized personnel enter any unit for the purpose of inspection, repairs, and official business.

(2) "Official business" as used in subsection (1) above shall mean any situation where there is a reasonable cause to believe that an emergency or danger exists involving threat or injury to life, limb, or property.

(3) "Authorized personnel" as used in subsection (1) above shall include emergency personnel, ambulance personnel, firemen, doctors and nurses, campus security, and the following groups of university employees: Maintenance men, housing personnel, head residents, and resident assistants. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-053, filed 7/11/78; Order 7, § 106-156-053, filed 8/18/72, effective 9/20/72.]

WAC 106-156-056 Use of housing facilities--Associate members. An associate member of a residence hall is a student of Central Washington University who does not live in a residence hall, who has applied, and has been approved by the director of housing services for associate membership in a particular residence hall. The associate member may participate in residence hall activities. An associate member may use the common use areas within the residence hall; however, the associate member may not use the laundry facilities; or may not use a student's room unless invited as a guest by the person assigned to that room. The associate member must sign a residence hall associate member application which indicates the acceptance of the individual to abide by and support the rules and regulations as set forth by Central Washington University. The university reserves the right to terminate the associate membership if the associate member is proven to be in violation of these rules and regulations. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-056, filed 7/11/78; Order 7, § 106-156-056, filed 8/18/72, effective 9/20/72.]

WAC 106-156-060 Family housing applicants. Applications for family housing will be accepted from students who have not yet been officially admitted to Central Washington University, but who have indicated an intent to attend during the dates listed on their applications. Family housing applications may be obtained at the Central Washington University Family Housing Office. The application, together with the required deposit, are to be submitted to the Office of the Housing and Food Service cashier. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), §

106-156-060, filed 7/11/78; Order 7, § 106-156-060, filed 8/18/72, effective 9/20/72.]

WAC 106-156-061 Family housing applicants--Accommodation assignments--Family housing. Apartments are assigned on the basis of the date the university receives the deposit, and the size of the family. Accommodations are provided for only immediate family: Husband, wife, their children, or others who are declared dependents for income tax purposes. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-061, filed 7/11/78; Order 7, § 106-156-061, filed 8/18/72, effective 9/20/72.]

WAC 106-156-063 Family housing applicants--Marriage certificate. A valid marriage certificate shall be furnished to the university upon request. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-063, filed 7/11/78; Order 7, § 106-156-063, filed 8/18/72, effective 9/20/72.]

WAC 106-156-064 Family housing applicants--Family housing deposit requirements. Those who have applied for family housing are required, in addition to the payment of the deposit at the time of application, to pay to the university a previously established additional deposit of their rent in the amount and by the time required by the university. Failure of the applicant to pay the additional deposit either in the amount or by the time required by the university will result in the applicant being by-passed when the university is assigning family housing accommodations. The university may at its option extend the payment date to a later time of its option when there is a need of the applicant to pay at a later date. When an applicant cancels his application after paying the deposits, all losses in rent income up to the amount paid will be deducted before any refund, if any, will be made. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-064, filed 7/11/78; Order 7, § 106-156-064, filed 8/18/72, effective 9/20/72.]

WAC 106-156-065 Family housing applicants--Lease required. All tenants of Central Washington University family housing are required to sign a lease, rental agreement or contract. By the signing of the lease, rental agreement or contract, the individual agrees to abide by and support any and all existing or future rules as set forth by Central Washington University. The university reserves the right to terminate any lease, rental agreement, or contract if the resident is proven to be in violation of any rules and regulations or found withdrawn from classes or canceled registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-065, filed 7/11/78; Order 7, § 106-156-065, filed 8/18/72, effective 9/20/72.]

WAC 106-156-066 Family housing applicants--Family housing rates. All tenants of family housing are required to pay rent that has been established by the Board of Trustees of Central Washington University.

The published rental and room and board rates do not include extra services or charges that may be requested by or assessed to the tenant. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-066, filed 7/11/78; Order 7, § 106-156-066, filed 8/18/72, effective 9/20/72.]

WAC 106-156-075 Food services--Persons eligible to purchase an off-campus meal ticket. Students, faculty and staff not living in university residence halls may purchase an off-campus meal ticket. Those wishing to purchase an off-campus meal ticket must sign a contract. The person agrees to pay the amount specified for the meal plan contracted for at the time of purchase. Prices for off-campus meal tickets are previously established by the director of auxiliary services. The services provided by the meal ticket are not transferrable to any other person. This contract is for a full quarter or the remaining part thereof. Payment for the off-campus meal ticket shall be in accordance with a payment schedule. If a payment is not made according to the payment schedule, a previously established additional charge is assessed, plus another previously established charge is added per additional business week. If payment or arrangement for late payment is not made by the first day of the following month, the student's registration is subject to cancellation. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-075, filed 7/11/78; Order 7, § 106-156-075, filed 8/18/72, effective 9/20/72.]

WAC 106-156-076 Food services--Choice of servings and seconds. Those eating in the dining hall may generally choose one serving from each of the items offered in the serving area, for example entrees, salads, desserts, etc. They may later, during that meal period, obtain additional servings at the place designated in the dining facility. An unlimited number of additional servings are generally available provided the previous serving has been eaten and provided the procedures as required in the dining hall are followed. The university reserves the right to restrict items available for seconds. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-076, filed 7/11/78; Order 7, § 106-156-076, filed 8/18/72, effective 9/20/72.]

Chapter 106-160 WAC

ADMISSION AND REGISTRATION PROCEDURES

WAC

106-160-001	Admission and registration procedures and catalog requirements.
106-160-002	Admission and registration procedures and catalog requirements--Changes in catalog.
106-160-005	Finances.
106-160-006	Finances--Tuition refund schedule.
106-160-007	Finances--Sanctions.
106-160-010	Graduating students.
106-160-015	Registration.
106-160-016	Registration--Deadlines.
106-160-017	Registration--Changes in registration and withdrawal.

106-160-020	Admission requirements--To freshman standing.
106-160-021	Admission requirements--Prospective students.
106-160-023	Admission requirements--Admission of international students.
106-160-024	Admission requirements--Readmission of former students.
106-160-026	Admission requirements--Admission of nonmatriculated students.
106-160-027	Admission requirements--Admission of veterans.
106-160-030	Admission requirements--Application for study leading to a master's degree.
106-160-031	Admission requirements--Application for fifth year or nondegree study.
106-160-032	Admission requirements--Admission procedure.
106-160-035	Admission requirements--Admission to credential program.
106-160-040	Summer session admission and registration procedures.

WAC 106-160-001 Admission and registration procedures and catalog requirements. The provisions of WAC 106-160-001 through 106-160-099 shall contain admission and registration procedures and catalog requirements of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-001, filed 7/11/78; Order 3, § 106-160-001, filed 2/28/72, effective 3/30/72.]

WAC 106-160-002 Admission and registration procedures and catalog requirements--Changes in catalog. The Board of Trustees reserves the right of the Board of Trustees or president to make changes in any of the provisions of the university's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the president and other appropriate university offices and placed with the appropriate catalog in the reference area of the library. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-002, filed 7/11/78; Order 3, § 106-160-002, filed 2/28/72, effective 3/30/72.]

WAC 106-160-005 Finances. Each applicant for admission to Central Washington University must pay the tuition and fees as established by the Board of Trustees or the president prior to the dates for payment as designated by the Board of Trustees or the president. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-005, filed 7/11/78; Order 3, § 106-160-005, filed 2/28/72, effective 3/30/72.]

WAC 106-160-006 Finances--Tuition refund schedule. The prepayment is a nonrefundable fee. (1) A student will receive a 50% refund of his tuition and general fees (less prepayment) if his withdrawal from the university occurs by the last day of the "Change of Schedule" period as designated by the Board of Trustees or the president of the university.

(2) A student will receive a 25% refund of his tuition and general fees (less prepayment) if his withdrawal from university occurs between the end of the "Change of Schedule" period and the time established for such final withdrawal as designated by the Board of Trustees or president and published in the catalog.

(3) There is no refund of tuition and general fees after the final date for withdrawal as established by the Board of Trustees or the president.

(4) Students may receive a full refund (less prepayment) only if notification of withdrawal from university is received by the university prior to the first day of classes.

(5) Part-time students are not eligible for a refund (less prepayment) of tuition unless they cancel their registration before the first day of classes or unless they show extenuating circumstances. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-006, filed 7/11/78; Order 3, § 106-160-006, filed 2/28/72, effective 3/30/72.]

WAC 106-160-007 Finances--Sanctions. Admission to or registration with the university, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-007, filed 7/11/78; Order 3, § 106-160-007, filed 2/28/72, effective 3/30/72.]

WAC 106-160-010 Graduating students. Students shall submit their applications for the appropriate degrees on or before the date designated for that purpose by the Board of Trustees or the president, which shall be published in the appropriate university catalog. No application shall be accepted after the designated dates, provided that the president or his designee may waive this requirement. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-010, filed 7/11/78; Order 3, § 106-160-010, filed 2/28/72, effective 3/30/72.]

WAC 106-160-015 Registration. Currently enrolled students and all other individuals desiring to enroll in Central Washington University shall do so on or before the preregistration or registration dates designated by the Board of Trustees or president, which shall be published in the appropriate university catalog. No registration or preregistration shall be accepted after the designated dates: *Provided*, That the registrar may, whenever possible, waive this requirement within the time designated by the Board of Trustees or president for late registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-015, filed 7/11/78; Order 3, § 106-160-015, filed 2/28/72, effective 3/30/72.]

WAC 106-160-016 Registration--Deadlines. All students registering with the university must meet those deadlines as established by the Board of Trustees or the president for registration. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-016, filed 7/11/78; Order 3, § 106-160-016, filed 2/28/72, effective 3/30/72.]

WAC 106-160-017 Registration--Changes in registration and withdrawal. Students who wish to change

their registration or withdraw from a particular course or the university after having completed their registration must do so on or before the dates established for such changes or withdrawal by the Board of Trustees or president and by the completion of the "Change in Registration" or "Withdrawal" forms maintained by the university. Students who leave the university and do not withdraw shall receive failing grades for work not completed. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-017, filed 7/11/78; Order 3, § 106-160-017, filed 2/28/72, effective 3/30/72.]

WAC 106-160-020 Admission requirements--To freshman standing. Applicants who have had no university work may apply for admission under one of the following provisions:

(1) Applicants who have graduated from a Washington state high school and whose records show a cumulative high school grade point average which meets the minimum requirements for admission as established by the university will be considered for admission to the university. These applicants may apply for admission to the university under the "Early Admissions Plan" at the close of their sixth semester if their records show a cumulative high school grade point average at or above the minimum established and required by the university for admission. The "Uniform Application for Admission to colleges and universities in the state of Washington" should be filed with the office of admissions at the close of the sixth semester but not before that date occurring in the applicant's senior year as established by the Board of Trustees or the president after which applications for admission will be accepted by the university. An applicant under the "Early Admissions Plan" is not officially admitted to the university until his graduation records are on file with the office of admissions and indicate that he has fulfilled the general requirements for admission to the university. Applicants whose cumulative grade point average is below that required by the university for admission may be considered for admission to the university only if space and facilities permit. Such applicants are encouraged to file the "Uniform Application for Admission to colleges and universities in the state of Washington" at the close of their sixth semester but not before that date occurring in their senior year as specified by the Board of Trustees or president after which applications for admission to the university will be accepted.

(2) Applicants who have graduated from a high school in other states must meet the standards of admission as established by the Board of Trustees or the president as published in the appropriate university catalog and may be considered for admission to the university only if space and facilities permit and must file their application for admission on or after the date established under subsection (1) above.

(3) Applicants who have not graduated from a high school may be considered for admission to the university on the basis of the results of the "General Education Development Examination" which they may be required

to take after having conferred with the appropriate university officials, provided they are at or over the age established by the Board of Trustees or president for admission of such applicants; all other applicants are encouraged to complete high school requirements before applying for admission. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-020, filed 7/11/78; Order 3, § 106-160-020, filed 2/28/72, effective 3/30/72.]

WAC 106-160-021 Admission requirements--Prospective students. All prospective students applying for admission to the university or to any program of the university must file appropriate applications for admission and other required documents not later than the established deadline. Applicants must be officially admitted to the university to enroll in classes. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-021, filed 7/11/78; Order 3, § 106-160-021, filed 2/28/72, effective 3/30/72.]

WAC 106-160-023 Admission requirements--Admission of international students. (1) All international students applying for admission to Central Washington University must submit those forms and meet the requirements established by the Board of Trustees or president for admission of international students to Central Washington University to the Office of Admissions.

(2) All international students applying for admission to Central Washington University for whom English is not a native tongue are required to demonstrate proficiency in the English language by submitting the results of the "Test of English as a Foreign Language" to the Office of Admissions. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-023, filed 7/11/78; Order 3, § 106-160-023, filed 2/28/72, effective 3/30/72.]

WAC 106-160-024 Admission requirements--Re-admission of former students. A student previously enrolled in the university, planning to return after an absence of one or more quarters (not including summer session), must file a reenrollment application with the University Office of Admissions not later than the established deadline. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-024, filed 7/11/78; Order 3, § 106-160-024, filed 2/28/72, effective 3/30/72.]

WAC 106-160-026 Admission requirements--Admission of nonmatriculated students. A nonmatriculated student is one who is authorized to enroll for study but does not intend to pursue a degree or certificate program. Each student will be required to sign a statement indicating that published admission criteria to the university have been met. Enrollment may not exceed nine credits a quarter. Subject to approval, up to forty-five quarter credits earned with nonmatriculated status may later be applied to a baccalaureate degree should formal admission to the university be granted.

High school students may enroll with nonmatriculated status only if they have a signed release from their school principal.

Students wishing to audit courses may enroll with nonmatriculated status.

Nonmatriculated students will be enrolled on a space available basis. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-026, filed 7/11/78; Order 30, § 106-160-026, filed 8/12/76; Order 3, § 106-160-026, filed 2/28/72, effective 3/30/72.]

WAC 106-160-027 Admission requirements--Admission of veterans. Central Washington University has established an open enrollment policy to the university regarding eligible veterans, war widows, war orphans, and others drafted for alternative services. This preferential treatment will be given to those academically qualified above-mentioned persons regardless of any enrollment limitations set by this institution. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-027, filed 7/11/78; Order 21, § 106-160-027, filed 7/11/75; Order 3, § 106-160-027, filed 2/28/72, effective 3/30/72.]

WAC 106-160-030 Admission requirements--Application for study leading to a master's degree. Applicants for admission to graduate study must make application on the "University Admission Form" and the "Application for Admission to Graduate Study" provided by Central Washington University. Both forms must be returned to the Office of Admissions prior to the dates established by the Board of Trustees or president for such application. Each applicant for graduate study is required to have two official transcripts of all undergraduate and graduate study sent directly to the Office of Admissions. Three letters of recommendation should be sent to the Graduate Office directly from the persons making the recommendations. Two of the letters should come from instructors familiar with the applicant's academic preparation. Scores on the aptitude test and appropriate advanced test of the graduate record examination must be submitted to the Graduate Office before admission to graduate study will be considered. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-030, filed 7/11/78; Order 3, § 106-160-030, filed 2/28/72, effective 3/30/72.]

WAC 106-160-031 Admission requirements--Application for fifth year or nondegree study. The "University Admission Form" and the "Application for Admission to Graduate Study" supplied by the university must be filed with the Office of Admissions prior to the deadlines as established by the Board of Trustees or the president for the submission of such applications for admission to the university. In addition to the filing of the application, two official transcripts of all undergraduate and graduate study must be sent directly to the Office of Admissions.

(1) An applicant for fifth year certification must contact the Office of Teacher Education and Certification to organize an approved program.

(2) Admission to nondegree study is subject to the approval of the Graduate Office.

(3) An applicant admitted to nondegree study desiring to apply for degree study must reapply for admission to graduate study. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-031, filed 7/11/78; Order 3, § 106-160-031, filed 2/28/72, effective 3/30/72.]

WAC 106-160-032 Admission requirements--Admission procedure. Applicants for graduate study may not be admitted where they have not completed all the application requirements. Admission to master's degree study is determined by the Graduate Office upon the recommendation of the department involved. A formal letter of admission will be directed to the student from the Graduate Office. Applicants not meeting the scholastic requirements may be admitted on probation provided the department to which admission is requested recommends admission to master's degree study. If admitted, the student must meet those requirements as established by the university for his progress in the university. Upon the recommendation of the appropriate department, applicants may be admitted to masters' programs with additional conditions stipulated. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-032, filed 7/11/78; Order 3, § 106-160-032, filed 2/28/72, effective 3/30/72.]

WAC 106-160-035 Admission requirements--Admission to credential program. Admission to the university as a student does not constitute admission to the teacher education program. Students who plan to work toward a teaching certificate must apply to the director of Teacher Education and Certification. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-035, filed 7/11/78; Order 3, § 106-160-035, filed 2/28/72, effective 3/30/72.]

WAC 106-160-040 Summer session admission and registration procedures. Students registering for summer session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the summer session bulletin. Students planning to attend the entire summer session, the first or second term only must complete admission procedures by the date so specified and register on the date so specified by the Board of Trustees or president for such purposes, as published in the summer session bulletin. All summer session students must pay fees and tuition to the appropriate university office as established by the Board of Trustees or the president, as published in the summer session bulletin. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-160-040, filed 7/11/78; Order 3, § 106-160-040, filed 2/28/72, effective 3/30/72.]

Chapter 106-164 WAC BID PROCEDURES

WAC

106-164-901	Bond bid policies and procedures.
106-164-910	Bond bid procedures and requirements.
106-164-912	Bond bid procedures and requirements--Time of filing and late bids.

WAC 106-164-901 Bond bid policies and procedures. The provisions of WAC 106-164-901 through 106-164-999 shall constitute the bond bid policy and procedure of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-901, filed 7/11/78; Order 2, § 106-164-901, filed 1/13/72, effective 2/21/72.]

WAC 106-164-910 Bond bid procedures and requirements. The Board of Trustees shall authorize the sale of bonds. A notice of bond sale shall be prepared by bond legal counsel and be forwarded to the university for authorization and signature. Bond counsel shall then submit this notice of bond sale to bond buyers via bond advertising media. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-910, filed 7/11/78; Order 2, § 106-164-910, filed 1/13/72, effective 2/21/72.]

WAC 106-164-912 Bond bid procedures and requirements--Time of filing and late bids. The date and hour specified for the receipt of the bids by the university shall be strictly observed; no late bids shall be accepted. A "late bid" shall be one that is tendered any time after the designated time for receipt of bids. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-912, filed 7/11/78; Order 2, § 106-164-912, filed 1/13/72, effective 2/21/72.]

Chapter 106-168 WAC LIBRARY POLICIES

WAC

106-168-001	Central Washington University library.
106-168-002	Priorities of service.
106-168-005	Priorities of service--Selection of services, personnel, resources.
106-168-040	Gifts.
106-168-050	Library borrowers.

WAC 106-168-001 Central Washington University library. The library at Central Washington University exists first and foremost to serve the students and faculty. It also serves the rest of the university community, the regional needs of central Washington and the general scholarly community. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-001, filed 7/11/78; Order 9, § 106-168-001, filed 10/16/72.]

WAC 106-168-002 Priorities of service. Policies are designed to serve the greatest number as fully as possible

while maintaining some flexibility to meet individual needs. In serving students and faculty, the library gives the first priority to student learning and faculty teaching activities directly related to the instructional program of the university; second priority to faculty research; third priority to informal learning experiences for students and student services; and fourth priority to general resources and services appropriate to some segment of the population served. Decisions regarding library services and resources will reflect the foregoing priorities. Any necessary cutbacks will affect the lower priority items first. Determinations of instructional use shall be made by library administrators. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-002, filed 7/11/78; Order 9, § 106-168-002, filed 10/16/72.]

WAC 106-168-005 Priorities of service--Selection of services, personnel, resources. It is the policy of the Central Washington University library to select on the basis of what is best and most suitable whether the choice involves staff members, library materials and equipment and services. The library expressly rejects any form of negative selection based on censorship of materials or prejudicial considerations based upon race, religion, sex, national origin or political viewpoint. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-005, filed 7/11/78; Order 9, § 106-168-005, filed 10/16/72.]

WAC 106-168-040 Gifts. The library welcomes the donations of books and other library materials as well as money to be used for the library. Valuation of gifts for tax purposes will be based upon information available in the library and assessment of value incurs no liability of proof by the library. Gifts become library property when accepted and received, and their disposition is a library matter. The university through the Board of Trustees or the dean of library services reserves the right to reject, refuse to accept or return to the donor any gift made available to the Central Washington University library. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-040, filed 7/11/78; Order 9, § 106-168-040, filed 10/16/72.]

WAC 106-168-050 Library borrowers. Use of the library as part of a state public institution is the right of any resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the library may be denied to anyone for continuing abuse of library services and resources. Library materials may be circulated to the following:

- (1) Regularly enrolled students either full-time or part-time including those student teaching.
- (2) Graduate students on continuous registration.
- (3) Faculty members including special categories as visiting professors, and emeriti faculty.
- (4) Faculty members of public higher education institutions of Washington state.

(5) Administrative staff (civil service exempt) including retired members designated distinguished.

(6) Civil service staff members including retired members designated distinguished.

(7) Spouses of faculty and staff members.

(8) Friends of Library - Life members.

(9) Trustees of Central Washington University.

(10) Libraries and individuals through libraries using interlibrary loans.

(11) Extension and correspondent students with special library cards.

(12) Individuals who pay an annual or semiannual fee.

(13) School districts, universities and other responsible agencies, groups and individuals may borrow films on a rental basis. Equipment may be rented if not needed on campus and not otherwise available in Ellensburg. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-050, filed 7/11/78; Order 9, § 106-168-050, filed 10/16/72.]

Chapter 106-172 WAC STUDENT RECORDS POLICY

WAC	Purpose.
106-172-700	Purpose.
106-172-711	Definitions.
106-172-721	Notification by educational institution.
106-172-731	Access to CWU education records.
106-172-733	Limitations on access to Central Washington University education records.
106-172-735	Exception to consent requirements and record of access.
106-172-740	Information not to be required.
106-172-750	Timely disposal of records.
106-172-761	Right to a hearing.
106-172-763	Informal proceedings.
106-172-765	Conduct of the hearing.
106-172-772	Release of information for health or safety emergencies.
106-172-775	Limitation on liability.

WAC 106-172-700 Purpose. The purpose of WAC 106-172-700 through 106-172-799 is to set forth the policies of Central Washington University regarding the legitimate and appropriate use of official student records developed and used throughout the various offices of the university. Moreover, the guidelines implement the general policy and respond to the requirements of Public Law 93-380, The Family Educational Rights and Privacy Act of 1974. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-700, filed 7/11/78; Order 35, § 106-172-700, filed 7/13/77; Order 29, § 106-172-700, filed 8/2/76; Order 23, § 106-172-700, filed 7/31/75; Order 10, § 106-172-700, filed 12/7/72.]

WAC 106-172-711 Definitions. The following definitions shall apply for the interpretation of these regulations:

(1) The "university" means Central Washington University or any office, department, or any unit thereof which maintains "educational records."

(2) "Directory information" means the student's name, hometown address, university address and telephone number, date of birth, participation in officially recognized activities and sports, dates of attendance, class, previous institutions attended, major field of study, awards, honors (including honor roll), degrees conferred (including dates), and other similar information. The university may release directory information concerning a student to the public unless the student submits a signed request in writing, within two weeks after the first day of classes for the fall quarter. Requests for nondisclosure will be sent to the university Information Office, who will record the request and forward it to the Registrar's Office, where the information to prevent disclosure will be entered in the computer. Authorization to withhold directory information must be filed annually since the request for nondisclosure will be honored by the university for only one academic year. The university may disclose directory information of a student no longer in attendance (i.e., alumni) without meeting any of the requirements noted above.

(3) "Eligible student" means any person who is or has been officially registered at this university and who has reached the age of eighteen.

(4)(a) "Education records" mean those records which:
 (i) are directly related to a student, and
 (ii) are maintained by the university or by a party acting for the university.

(b) The term education record does not include the following:

(i) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a temporary substitute;

(ii) records of the campus police which are maintained separately and solely for law enforcement officials of the same jurisdiction—provided that education records maintained by the university are not disclosed to the law enforcement unit;

(iii) records of someone employed by the university, which are made in the normal course of business, related exclusively to the person as an employee, and are not used for any other purpose;

(iv) records made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional directly related to the treatment of a student, and not disclosed to anyone other than individuals providing treatment provided records can be reviewed by a physician or other appropriate professional of the student's choice;

(v) records of a person after he or she is no longer in attendance (i.e., information maintained by the university concerning the accomplishments of its alumni).

(5) "Personally identifiable" means that the data or information includes:

(a) the name of a student, the student's parent, or other family member,

(b) the address of the student,

(c) a personal identifier, such as the student's social security number or student number,

(d) a list of personal characteristics which would make the student's identity easily traceable, or

(e) other information which would make the student's identity easily traceable.

(6) "Record" means information or data recorded in any medium including but not limited to: handwriting, print, tapes, film, microfilm, and microfiche.

(7) "Financial aid" means a payment of funds provided to an individual which is conditioned on the individual's attendance at an educational agency or institution.

(8) "Dean of student development" means the dean of student development or his/her designee. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-711, filed 7/11/78; Order 35, § 106-172-711, filed 7/13/77; Order 29, § 106-172-711, filed 8/2/76; Order 23, § 106-172-711, filed 7/31/75. Formerly WAC 106-172-710 (part).]

WAC 106-172-721 Notification by educational institution. (1) The university shall inform eligible students, annually, of the following:

(a) the types of education records and information contained therein which are maintained by the institution;

(b) the titles and addresses of official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;

(c) the policies and procedures of the university for reviewing and expunging those records, and for challenging the accuracy of them;

(d) the procedures for gaining access to the educational records;

(e) the cost, as approved by the Board of Trustees, which will be charged to the eligible student for reproducing single copies of records, provided that the cost shall not exceed the actual cost of reproducing the record;

(f) the categories of information which the university has designated as directory information.

(2) Notice of the existence of this policy and the availability of the information described in (1)(a) through (1)(f) above may be published in any official university print medium publication having general circulation among students. This may be a special publication for this purpose only, or included in another publication. Students may consult the office of the dean of student development for the information described. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-721, filed 7/11/78; Order 35, § 106-172-721, filed 7/13/77; Order 29, § 106-172-721, filed 8/2/76; Order 23, § 106-172-721, filed 7/31/75.]

WAC 106-172-731 Access to CWU education records. The university shall provide each student access to

his/her education records except as otherwise limited according to WAC 106-172-733.

The right of access shall include:

(1) The right to inspect and review the content of education records in the presence of appropriate university personnel.

(2) The right to obtain single copies of each record, at the expense of the eligible student but not to exceed the actual cost to the university of reproducing such copies.

(3) The right to a response from the university to reasonable requests for explanations and interpretations of those records.

(4) The right of an opportunity for a hearing to challenge the content and accuracy of those records according to WAC 106-172-761.

(5)(a) Students wishing access under provisions of this policy to education records maintained by the university should address a request in writing to the person in charge of maintenance of that record. If copies are requested, copies may be supplied at no more than the cost of making the copy, including supplies and staff time.

(b) The individual responsible for maintenance of any record shall respond to written requests only, and provide copies as requested, within twenty working days. The university registrar is not prohibited from providing a student with a copy of the student's academic transcript from CWU, but is prohibited from providing a student with a copy of the student's official academic transcripts from other institutions.

(6) The office of the dean of student development will maintain a file showing what education records are maintained by any department or entity of the university and the title and address of the official responsible for maintenance of each record. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-731, filed 7/11/78; Order 35, § 106-172-731, filed 7/13/77; Order 29, § 106-172-731, filed 8/2/76; Order 23, § 106-172-731, filed 7/31/75. Formerly WAC 106-172-720 (part).]

WAC 106-172-733 Limitations on access to Central Washington University education records. (1) Central Washington University shall not make available to a student the following types of materials:

(a) Financial records and statements provided by parents "or any information contained therein."

(b) Confidential letters and statements of recommendation or evaluation which were provided to the university, with written assurance of a "documented understanding of confidentiality," prior to January 1, 1975, provided such letters or statements are not used for purposes other than those for which they were specifically intended.

(c) Post-1974 confidential recommendations involving possible admission, employment, or honor—but only if the student has signed a waiver of the right to inspect them. Such a waiver shall apply to recommendations only if:

(i) the student is upon request, notified of the names of all persons making confidential recommendations and

(ii) such recommendations are used solely for the purpose for which they were specifically intended. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-733, filed 7/11/78; Order 35, § 106-172-733, filed 7/13/77.]

WAC 106-172-735 Exception to consent requirements and record of access. (1) The university may disclose personally identifiable information from the education records of a student without the written consent of the student if the disclosure is to:

(a) University officials, including faculty members, when the information is required for a legitimate educational purpose,

(b) Officials of another school in which the student seeks or intends to enroll, providing a reasonable attempt has been made to notify the student of the transfer of the records at the last known address of the student — except when the transfer of the records is initiated by the student;

(c) Federal or state officials requiring access to education records in connection with the audit or evaluation of federally or state supported educational programs. Such surveys must be administered in a manner which will not permit personal identification of students by individuals other than those conducting the study, and such information will be destroyed when no longer needed for the purposes for which it was provided;

(d) Agencies requesting information in connection with a student's application for, or receipt of, financial aid;

(e) Accrediting organizations in order to carry out their accrediting functions;

(f) Any personal subpoena and/or subpoena duces tecum, when lawfully prepared and served upon the university or an appropriate administrator of the university. The university will notify the student by certified or registered mail to the address or addresses on file with the university of any such subpoena. Such a notice will be sent to the student in advance of compliance with the subpoena.

(2) Any student may grant permission for use of information about himself/herself by giving specific permission in writing, signed and dated by the student giving such consent to include:

(a) A specification by title of the records released;

(b) The reasons for such release;

(c) The names of the parties to whom such records will be released; and

(d) A written statement indicating that the information cannot subsequently be released in a personally identifiable form to any other party without the written consent of the student involved.

(3) The university shall maintain a record which will indicate all parties, other than those parties specified in WAC 106-172-735(1)(a), who have been granted access to a student's education records. The record will:

(a) Indicate specifically the legitimate interest that each such party has in obtaining the information.

(b) Be available only to the student, to the employees of the university responsible for maintaining the records,

and to the parties identified under WAC 106-172-735(1)(a) and (d). [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-735, filed 7/11/78; Order 35, § 106-172-735, filed 7/13/77; Order 23, § 106-172-735, filed 7/31/75.]

WAC 106-172-740 Information not to be required.

(1) The university shall not require from any student the following information, for purposes of record:

- (a) religious affiliations or religious/ethical value systems;
- (b) political affiliations or views;
- (c) membership status in any organization not directly connected with recognized educational functions of the university;
- (d) ethnic background.

(2) The university shall enable the student to record this information if he or she should desire. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-740, filed 7/11/78; Order 23, § 106-172-740, filed 7/31/75; Order 10, § 106-172-740, filed 12/7/72.]

WAC 106-172-750 Timely disposal of records. (1) Provisions of the laws and regulations of the state of Washington regarding the time during which records must be maintained will be complied with.

(2) Except as required in subsection (1) above, records will be maintained only during the minimum time in which they may ordinarily be expected to be useful or valid. Each record keeping entity of the university shall make periodic review of its records to insure compliance with this provision.

(3) Records of disclosure shall be maintained as long as the record itself is maintained. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-750, filed 7/11/78; Order 35, § 106-172-750, filed 7/13/77; Order 10, § 106-172-750, filed 12/7/72.]

WAC 106-172-761 Right to a hearing. (1) The university shall provide students an opportunity for a hearing in order to challenge the content of a student's education records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 106-172-763 and 106-172-765, to:

- (a) correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;
- (b) challenge the release of education records to specific persons as contrary to the provisions of this chapter; and
- (c) challenge a decision by the university to deny the student access to particular types of records.

(3) A student shall not be permitted under this chapter to contest grades given in academic courses, except

on the grounds that, as a result of clerical error, the records fail to accurately reflect the grades actually assigned by an instructor. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-761, filed 7/11/78; Order 35, § 106-172-761, filed 7/13/77; Order 29, § 106-172-761, filed 8/2/76; Order 23, § 106-172-761, filed 7/31/75.]

WAC 106-172-763 Informal proceedings. (1)

Whenever possible the university shall attempt to settle disputes regarding requests to amend education records through informal proceedings.

(2) A student who wishes to exercise the rights set forth in WAC 106-172-761(2) shall:

- (a) first, attempt a resolution with the university official who has custody of the education records; and
- (b) second, discuss with the dean of student development or his/her designee the nature of the corrective action recommended by the student. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-763, filed 7/11/78; Order 35, § 106-172-763, filed 7/13/77.]

WAC 106-172-765 Conduct of the hearing. (1) If informal proceedings fail to resolve the complaint of a student, the student may file with the dean of student development a written request for the hearing before a hearing officer of the university to be designated by the dean of student development, and who does not have a direct interest in the outcome of the hearing.

(2) The hearing shall be held within a reasonable time (not to exceed twenty working days) after the university has received the request and the student shall be given notice of the date, place and time reasonably in advance of the hearing.

(3) The student shall be given an opportunity to present evidence relevant to the issues raised in WAC 106-172-761(2) and may be represented by any person (including an attorney) of the student's choosing at his or her expense.

(4) A decision in writing shall be prepared within a reasonable period of time (not to exceed ten working days), which decision shall be based solely upon the evidence presented, and which includes a summary of the evidence and the reasons for the decision.

(5) If, as a result of the hearing, the decision is:

- (a) to amend the record, the university must do so accordingly and give notice to the student.
- (b) not to amend, the student must be allowed to place a written comment or explanation in the student's file, and it must be kept in the file as long as the file itself is kept. If the contested portion of the file is disclosed to anybody, the student's statement must also be disclosed.

(6) The designated hearing officer shall be advised by the assistant attorney general representing the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-765, filed 7/11/78; Order 35, § 106-172-765, filed 7/13/77.]

WAC 106-172-772 Release of information for health or safety emergencies. (1) The university (president or his designee, dean of student development) may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

(2) The factors which should be taken into account in determining whether records may be released shall include:

(a) the seriousness of the threat to the health or safety of the student or other persons;

(b) the need for such records to meet the emergency;

(c) whether the persons to whom such records are released are in a position to deal with the emergency; and

(d) the extent to which time is of the essence in dealing with the emergency. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-772, filed 7/11/78; Order 23, § 106-172-772, filed 7/31/75. Formerly WAC 106-172-760 (part).]

WAC 106-172-775 Limitation on liability. The university shall not be liable for student records when information available only from the student is not provided initially or kept up to date by the student. This provision shall apply when the university has made adequate provision for supplying the information. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-775, filed 7/11/78; Order 23, § 106-172-775, filed 7/31/75.]

Chapter 106-276 WAC

PUBLIC RECORDS AND LEGISLATIVE LIAISONS

WAC

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WAC 106-276-001 Public records policy. The provisions of WAC 106-276-001 through 106-276-199 shall constitute the public records policy of Central Washington University, adopted in compliance with chapter 42.17 RCW enacted by the voters of the state of Washington on November 7, 1972. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-001, filed 7/11/78; Order 11, § 106-276-001, filed 2/27/73.]

WAC 106-276-005 Definitions. As used in the provisions of this chapter, the following definitions shall apply wherever the following words are used:

(1) "Request for a public record" means a written request submitted on a proper CWU public records request form for a public record, a review of public records or a copy or reproduction of a public record.

(2) "Students in public schools" means all past, present and future students enrolled at Central Washington University.

(3) "Vital governmental interest" includes, but is not limited to, matters affecting national security; the selection of a site or the purchase of real estate when publicity regarding such consideration would cause a likelihood of increased price.

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-005, filed 7/11/78; Order 11, § 106-276-005, filed 2/27/73.]

WAC 106-276-010 Definition of public record. (1) A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by Central Washington University, regardless of the physical form or characteristics; provided, however, that in accordance with RCW 42.17.310, the following personal and other records are exempt from the definition of public record:

(a) Personal information in any files maintained for students in public schools and the information, data and records subject to the student records policy, WAC 106-172-700 through 106-172-799.

(b) Personal information in any files maintained for patients or clients of public institutions or public health agencies, welfare recipients, prisoners, probationers or parolees.

(c) Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy.

(d) Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would violate the taxpayer's right to privacy or would result in unfair competitive disadvantage to such taxpayer.

(e) Specific intelligence information and specific investigative files compiled by investigative, law enforcement and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy.

(f) Information revealing the identity of persons who file complaints with investigative, law enforcement or penology agencies, except as the complainant may authorize.

(g) Test questions, scoring keys, and other examination data used to administer a license, employment or academic examination.

(h) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.

(i) Valuable formulae, designs, drawings and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.

(j) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.

(k) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interest, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-010, filed 7/11/78; Order 11, § 106-276-010, filed 2/27/73.]

WAC 106-276-030 Description of central and field organization at Central Washington University. (1) Central Washington University is located on a campus in and near the city of Ellensburg, Washington. This campus comprises the central headquarters for all operations of the university; any "field" activities of the university are directed and administered by personnel located on the campus at Ellensburg. The university is governed by a board of trustees appointed by the governor; such board normally meets at least once every calendar month, as provided in WAC 106-08-001. The board employs a president, his assistants, members of the faculty and other employees. It establishes such divisions, schools or departments necessary to carry out the purposes of the university, provides the necessary property, facilities and equipment and promulgates such rules, regulations and policies as are necessary to the administration of the university.

(2) The Board of Trustees, either directly or by delegation, has caused to be created various administrative, academic and support divisions to enable the university

to discharge its obligations. Academic matters and student affairs are the concern of the vice president for academic affairs; business and physical planning functions are the concern of the vice president for business and financial affairs; university services are the concern of the executive assistant to the president. These offices report to the president of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-030, filed 7/11/78; Order 11, § 106-276-030, filed 2/27/73.]

WAC 106-276-040 General course and method of decision-making. (1) The formal procedures for decision-making at the university are governed by the Board of Trustees through rules promulgated by it in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedure Act (HEAPA). Accordingly, all rules, orders or directives, or regulations of the university which affect the relationship of the general public with the institution, or the relationship of particular segments of the university, such as students, faculty, or other employees, with the university or with each other,

(a) the violation of which subjects the person to a penalty or administrative sanction; or

(b) which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or

(c) which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law;

are implemented through the procedures of the HEAPA and appear in Title 106 WAC, provided, however, that in accordance with RCW 28B.19.020(2), the university reserves the right to promulgate as internal rules not created or implemented in accordance with the HEAPA, the following: rules, regulations, orders, statements, or policies relating primarily to the following: standards for admissions; academic advancement, academic credits, graduation and the granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under HEAPA unless otherwise required by law. Internal rules and regulations to the extent not already set forth in the university's published catalogs and handbooks shall be collected in a general university handbook, a copy of which shall be maintained on file in the university library and be available to the public. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-040, filed 7/11/78; Order 11, § 106-276-040, filed 2/27/73.]

WAC 106-276-050 Informal procedures regarding the general course and methods of decision. Informal procedures regarding the methods and general course of operations at the university are, for the purposes of these rules, either:

(1) Decisions made by persons authorized by board resolution, the president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(2) Methods of human persuasion utilized by any member of the university's constituencies or of the public to attempt to influence one in power to make decisions within that person's scope of responsibility. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-050, filed 7/11/78; Order 11, § 106-276-050, filed 2/27/73.]

WAC 106-276-060 Designation of public records officers. (1) In accordance with the requirements of chapter 42.17 RCW, insofar as such initiative requires state agencies to adopt and enforce reasonable rules and regulations to provide full public access to official records while yet protecting the same from damage and to prevent excessive interference with essentials of the agency, all public records at the university shall be in the charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "public records officer." The person holding such position will be headquartered in Mitchell Hall at the university; his exact location and name may be determined by inquiry at the office of the president of the university. The public records officer shall also be responsible for compiling and maintaining the index required by chapter 42.17 RCW.

(3) For purposes of this chapter, the custody of the university's records shall be deemed divided into the following divisions:

- (a) Office of the president;
- (b) Office of the vice president for academic affairs;
- (c) Office of the vice president for business and financial affairs;

(d) Office of the executive assistant to the president. The above-designated division head shall be deemed custodian of the records in the possession or control of agencies, departments, officers and employees of his division and responsible for the care and custody of records within his division even though such person is not in actual possession or control of such records. Such division heads shall be known as the university "records custodians."

(4) In any cases where a question arises as to whether a given public record is a responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of the university. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-060, filed 7/11/78; Order 11, § 106-276-060, filed 2/27/73.]

WAC 106-276-070 Availability for public inspection and copying or reproduction of public records. (1) Public

records shall be available for inspection, copying and reproduction during the customary office hours of the university. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the university, acting through the public records officer or a records custodian, agree on a different time. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-070, filed 7/11/78; Order 11, § 106-276-070, filed 2/27/73.]

WAC 106-276-080 Requests for public records. In accordance with the Initiative 276 [chapter 42.17 RCW] requirements that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form which shall be available at the office of the public records officer and shall be presented to the public records officer or any other of the persons designated by this chapter as a custodian of certain university records, per WAC 106-276-060. Such request shall include the following:

- (a) the name of the person requesting the record;
- (b) the time of day and calendar date on which the request was made; and
- (c) if the matter requested is referenced within the current index maintained by the university records officer, a reference to the requested record as it is described in such current index;

(d) if the requested matter is not identifiable by reference to the university records current index, a statement that succinctly describes the record requested;

(e) A verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the university "public records officer" or records custodian, or that individual's designee, to assist the member of the public in succinctly identifying the public record requested. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-080, filed 7/11/78; Order 11, § 106-276-080, filed 2/27/73.]

WAC 106-276-090 Charges for copying or reproduction. (1) No fee shall be charged for inspection of public records. The university may impose a reasonable charge for providing copies or reproductions of public records and for the use by any person of agency equipment to copy or reproduce public records; such charges shall not exceed the amount necessary to reimburse the university for its actual costs incident to such copying or reproduction.

(2) No record shall be copied by photostatic process or otherwise reproduced until and unless the person requesting the copying or reproduction of the public record

has tendered payment for such copying or reproduction to the records official from whom the public record was obtained, or to any person designated by such records official. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-090, filed 7/11/78; Order 11, § 106-276-090, filed 2/27/73.]

WAC 106-276-100 Determination regarding exempt records. (1) The university reserves the right to determine that a public record requested in accordance with the procedures of this chapter is exempt under the provisions of RCW 42.17.310. Such determination may be made in consultation with any of the records officers of the university, president of the university, or an assistant attorney general assigned to the university.

(2) Responses to requests for records must be made promptly. For the purpose of these rules, a prompt response occurs if the person requesting the public record is notified within one business day as to whether or not his request for a public record will be granted or denied.

(3) No denial of a request for public records shall be valid unless accompanied by a written statement, signed by the public records officer or his designee, specifying the specific reasons therefor. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-100, filed 7/11/78; Order 11, § 106-276-100, filed 2/27/73.]

WAC 106-276-110 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record or his duly authorized representative shall petition for prompt review of such decision by tendering to the president's office a written request for a review of such denial. Such written request by a person or his duly authorized representative demanding prompt review shall specifically reference the written statement by the university denying that person's request for a public record.

(2) Within two business days after receiving the written request by a person or his duly authorized representative petitioning for prompt review of a decision denying a public record, the president of the university or any of his designees, which for the purposes of this section may include the public records officer or the records custodians, shall consider such petition.

(3) During the course of the two business days in which the president or his designee reviews the decision of the public records officer denying the request for a public record, the president or his designee may conduct an informal hearing. During the course of such informal hearing, the president or his designee may require that the person requesting the public record or his duly authorized representative appear at a reasonable time and place located on the campus and further explain and identify the exact nature of the public record he is seeking. Failure by the person requesting the review hearing or his duly authorized representative to appear at such informal hearing shall be deemed a waiver of that person's right to insist upon completion of the review of his

request within two business days. If the petitioner requesting review or his duly authorized representative does appear at such informal hearing, then the period for review by the university shall be extended to a period not exceeding twenty-four hours after such person requesting review or his duly authorized representative has appeared before the president or his designee.

(4) During the course of the informal hearing conducted by the president or his designee under this section, the hearing officer shall consider the obligations of the university fully to comply with the intent of chapter 42.17 RCW insofar as it requires providing public access to official records, but shall also consider the exemptions provided in RCW 42.17.310 and the requirement of section 29 [RCW 42.17.290] of that same initiative [Initiative 276] insofar as it requires the university to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and to prevent any unreasonable invasion of personal privacy by deleting identifying details. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-110, filed 7/11/78; Order 11, § 106-276-110, filed 2/27/73.]

WAC 106-276-200 Legislative liaison policy. The provisions of WAC 106-276-200 through WAC 106-276-299 shall constitute the legislative liaison policy of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-200, filed 7/11/78; Order 11, § 106-276-200, filed 2/27/73.]

WAC 106-276-210 Designation. In accordance with the implementation of chapter 42.17 RCW, passed by the voters of the state of Washington on November 7, 1972, and effective January 1, 1973, those persons holding the following positions at Central Washington University are designated legislative liaisons for Central Washington University:

- (1) Members of the Board of Trustees;
- (2) The president;
- (3) All vice presidents;
- (4) Legislative liaisons;
- (5) Director, office of University Information;

(6) All those persons designated in writing by the president, which writing shall be made available among the records maintained by the office of the president of Central Washington University. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-210, filed 7/11/78; Order 11, § 106-276-210, filed 2/27/73.]

WAC 106-276-220 Responsibility. Such persons designated in WAC 106-276-210 shall be responsible for making available through official channels recommendations regarding legislation or seeking such appropriations as the university may deem necessary for the official conduct of its business. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-220, filed 7/11/78; Order 11, § 106-276-220, filed 2/27/73.]